



CITY COUNCIL MEETING AGENDA

September 17, 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

Public Comments

Consent Calendar - action item

1. Approval of the Minutes from Council's September 3, 2025, Meeting - **action item**
2. Payables Report / Bills for Payment Approval - **action item**
3. Proposed Resolution: Engaging Magnuson-McHugh-Dougherty, CPA, for Fiscal Year 2025 Audit - **action item**
4. Proposed Resolution: Surplus Personal Property Declaration and Disposition - **action item**

Old/Unfinished Business

5. Proposed Ordinance and Summary: Amendments to Title 9, Chapter 1 Definitions, and Chapter 5 Off-Street Parking and Loading Facilities - **action item**
6. Follow-up Discussion: Citizen Advisory Boards (Commissions and Committees)

New Business - none

Executive Session

7. 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 and Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure as provided in Chapter 1 of Title 74, Idaho Code - **action item**
8. Executive Session will be held pursuant to Idaho Code §§ 74-206(1)(b) and (d), as noted above.

Reconvene and Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.

Attend in person: See above for meeting location. Seating available on first-come, first-served basis.

Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.

After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.

For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



CITY COUNCIL MEETING MINUTES

September 03, 2025 at 5:30 PM

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

Call to Order

Mayor Grimm called the regular meeting of the Sandpoint City Council to order at 5:31 p.m. on Wednesday, September 3, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
 Councilor Deb Ruehle, Council President
 Councilor Joel Aispuro
 Councilor 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 law enforcement personnel serving as sergeant-at-arms for the meeting: Lieutenant Steven Chamberlain.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm offered condolences to Councilor Howarth, whose mother had passed away earlier that day.

The Mayor provided instructions for those who wished to testify during the public hearing or during general public comment time. He also provided a number of updates, including a report of the candidates who had declared candidacy for the November 4 general election, at which time Sandpoint voters will elect three Council members for the seats currently held by Councilors Aispuro, Dick, and Howarth. Councilors Aispuro and Howarth have declared their candidacy, along with Sandpoint citizens Torrez Joshua and Joe Tate.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison.

Community Planning and Development Director Jason Welker fielded a Council question, providing a report on the status of the trees planted at Travers Park, followed by a general update from his department.

Public Comments

Mayor Grimm recited the rules and procedure for public comment during the meeting and offered an opportunity for members of the public to address Council regarding items included on the Consent Calendar and Old and New Business topics on the agenda or other general matters relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

1. The minutes from Council's August 20, 2025, meeting were approved as presented.
2. The bills presented were approved for payment in the amount of \$1,338,376.59 (\$235,642.46 for regular payables and \$1,102,734.13 for payroll).
3. **Resolution 25-032** Amending USDA Forest Service Bald Mountain Communication Site Lease (City Agreement A21-1600-2) - approved
4. **Resolution 25-033** First Amendment to Professional Services Agreement with Stantec Consulting Services, Inc. (City Agreement A25-3257-2) - approved

Public Hearing

5. Mayor Grimm announced that the purpose of the public hearing was to take testimony on proposed amendments to City Code Title 12, Chapter 1, Development Impact Fee Regulations. He noted, for the record, that any written comments received were forwarded to Council if received in time to do so. He and the Council members confirmed no conflict of interest as pertained to the proposed code amendments.

Mr. Welker provided a brief presentation, with the ordinance proposing amendments that would remove reference to the City's area of impact, update the definitions of "Capital Improvements Plan" in order to reference the 2025 Plan, "development requirement" in order to add reference to subdivision or a development permit, and "unit(s) of development" in order to specifically reference the City's 2025 Capital Improvement Plan and Development Impact Fee Study and provide a distinction between the protocol for a credit and a reimbursement. Mr. Welker noted that, per Idaho Code, the earliest the ordinance could take effect was 30 days following adoption, which, if adopted this evening, would be October 3, 2025.

Mayor Grimm provided instructions for public testimony and then opened the public hearing. The following Sandpoint residents testified: Jayce Bordenave, Tom Russell, and David Eacret, speaking for additional time gifted by Barbara Eacret. The following, who were not Sandpoint residents, also testified: Ben McGrann, representing Averill Hospitality, and Paul Vogel. With all those who wished to speak having had an opportunity to do so, the Mayor closed the public hearing.

6. **Ordinance 1431** Amendments to Title 12, Chapter 1, Development Impact Fee Regulations

Following the public hearing, Council deliberated, with questions fielded by Mr. Welker, City Planner Bill Dean, and City Attorney Fonda Jovick.

Councilor Ruehle made a motion to amend the proposed ordinance to reflect an effective date of January 1, 2026, clarifying that this delay would be for the purpose of allowing City staff the time needed to implement the updated fee schedule.

Motion made by Councilor Ruehle, Seconded by Councilor Schreiber.

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

Voting Nay: Councilor Dick, Councilor Howarth

Motion passed, amending the effective date of the proposed ordinance to January 1, 2026.

At the Mayor's request, the clerk read aloud the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING CERTAIN SECTIONS OF SANDPOINT CITY CODE TITLE 12, CHAPTER 1, DEVELOPMENT IMPACT FEE REGULATIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

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

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

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

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

Motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules.

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

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

Mayor Grimm announced that the motion passed, and the Ordinance was considered read, passed and adopted under suspension of the rules. Per the approved amendment to the Ordinance, following newspaper publication, it will become effective on January 1, 2026.

New Business

7. Bonner County Historical Society Lease Agreement

Following Mayor Grimm's introduction of this item, Bonner County Historical Society Executive Director Hannah Combs and Board President Tonya Sherman provided a presentation, with a request for City Council to approve a lease expiration date that extends beyond the term currently proposed. Information only; no Council action at this time.

8. **Resolution 25-034** Sole Source Procurement Declaration - Huber Technology, Inc. Q-Press

Public Works Director Holly Ellis and Nick Smith, Principal Project Manager with Stantec, the City's consultant, provided a presentation on the request and recommendation to declare Huber Technology, Inc., a sole source vendor for purposes of procuring two Q-Press screw presses, including associated parts, for the City's Wastewater Treatment Plant (WWTP) in accordance with Idaho Code § 67-2808, with this procurement approach ensuring compatibility with the existing solids handling building at the WWTP, minimizing risk of downtime and accelerating replacement of the failing belt presses.

Along with Mayor Grimm, Ms. Ellis and Mr. Smith fielded questions from the Council members.

Motion to approve the Resolution declaring sole source procurement for the Q-Press and related equipment from Huber Technology.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

Following the required 14-day legal advertisement in the newspaper, provided no challenges are received, the City will make this purchase in an amount not to exceed \$1,500,000.

9. Authorization to Solicit RFQ for City Beach RV Campground and Beach Parking Lot Improvements

Mr. Welker reviewed his staff report with the Council, noting that, now that the Idaho Parks and Recreation grant award for funds that will be allocated to City Beach RV campground improvements has been secured, the next step is a Request for Qualifications (RFQ) for professional design and engineering services. For this solicitation, staff propose including design and engineering services for the City Beach parking lot improvements project, as well. Mr. Welker relayed that completed design documents for the parking lot will enable the City to pursue a combination of parks capital improvement funds, parking in-lieu fees, and future grant opportunities, such as a Waterways Improvement Fund grant for FY2027, to fund lot construction, with the parking lot improvements ideally scheduled to occur alongside the campground construction or in the following off-season, contingent on funding availability.

Following Council questions, fielded by Mr. Welker, Councilor Schreiber made a motion to approve issuance of the RFQ for the RV campground only, removing the parking lot from the scope. The motion died for lack of a second, and no vote was taken.

Motion to approve issuance of the RFQ for design and engineering services for both the City Beach RV campground and the City Beach parking lot improvements.

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

Old/Unfinished Business

10. Discussion: Citizen Advisory Boards

Mayor Grimm introduced this item, noting concerns about the manner in which the City's citizen advisory boards (commissions and committees) are operating without clear direction from the Council and Mayor, proceeding with work that may not necessarily be aligned with the priorities established by the City's elected leadership and potentially straining staff resources, relaying a desire to confirm and reestablish the Council and Mayor as the accountable authority for directing board work, with scope and assignments provided up front for a focus on the City's priorities.

Discussion ensued, with the Mayor fielding questions from Councilor Duquette, pointing out that City Code does not require the advisory boards to meet every month, although all of the current boards have a standing monthly meeting. He remarked on the challenges of limited staff resources.

Councilor Dick suggested that each board meeting agenda include a roundtable discussion, where board members would have an opportunity to propose topics to be addressed by the board, then these ideas would be taken into consideration depending on how they align with the City's plans and priorities.

Councilor Ruehle concurred and suggested a wish list from each board containing their suggestions of three to five top priorities, which could then come before Council for consideration and direction, with the possibility of suggestions for "low hanging fruit" projects that could be addressed at the staff level. She also suggested that specific direction could reduce the need for standing subcommittees, which sometimes may actually slow the review and decision-making process, noting that additional meetings add to the need for staff resources. City Clerk Melissa Ward provided information on the level of staff involvement in assisting with meetings of the current standing subcommittees.

Councilor Schreiber remarked that confining the boards to topics and concerns that only the elected officials direct may eliminate important feedback from the community, and he sees value in the use of subcommittees. He also pointed out that, as an example, for some boards, making suggestions for the budget, for instance, is included in their list of duties as provided by City Code but that Council and/or staff may not be seeking recommendations from the boards in a timely manner. He would like to see the commissions and committees expanded, where the City could fully utilize this volunteer force. He isn't necessarily in support of placing additional rules on these boards but was open to directing a list of three to five strategic projects per year.

Councilor Howarth relayed that it would be frustrating to be a board member, spending time working on a project that never comes to fruition, where the City needs to ensure that the work the boards are doing is beneficial, with projects they can see to completion; otherwise, the City may lose the experienced and talented citizens who serve on these boards. He appreciates the public involvement and summarized the suggestions for improvements as a desire for better synergy, where the elected leadership can do a better job of guiding their work.

Councilor Aispuro concurred with much of what had already been said and remarked on the pace of government projects, noting that, in his experience, he may have different expectations of the boards and was uncertain of the Council liaison role. He would like to see a better flow and agreed with providing some direction, which, in turn, would result in gains for Council and the City and allow the elected officials to work together with the community members.

Mayor Grimm observed, from the feedback received, a desire for a balance of elevating opportunities for suggestions from the boards, and the elected body having an opportunity to consider and endorse those ideas to ensure the valuable time of these volunteers is spent in an efficient and meaningful way. He will move forward and direct actions accordingly.

Adjourn

With no further business before the Council, the meeting was adjourned at 8:10 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: 09/04/2025 THROUGH 09/17/2025

Page: 1/17

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: 95 EXPRESS LLC				
1128	MNTHLY CAR WASH MEMB SEPT'25 - POLICE&FIRE			\$607.50
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	585.00	
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	22.50	
Total For: 95 EXPRESS LLC				\$607.50
Vendor: ACCURATE TESTING LABS LLC				
148227	WTP: ORGANIC CARBON AND ALKALINITY WATER TREATMENT	TECH SERVICES - LABORATORY	325.00	\$325.00
148252	WTP: TRIHALOMETHANE TESTING WATER TREATMENT	TECH SERVICES - LABORATORY	220.00	\$220.00
148570	WTP: COLIFORM PRESENCE/ABSENCE TESTING WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	\$150.00
148102	WWTP: MERCURY TESTING WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	\$260.00
148101	WWTP: DISSOLVED ORGANIC CARBON TESTING WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	90.00	\$90.00
Total For: ACCURATE TESTING LABS LLC				\$1,045.00
Vendor: ALSC ARCHITECTS PS				
2023-011-26	TRAVERS PARK RENO DESIGN SVCS FINAL INVOICE			\$8,333.20
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CAPITAL CONSTRUCTION SERVICES - BUILDING	8,333.20	
Total For: ALSC ARCHITECTS PS				\$8,333.20
Vendor: AMERICAN FIRST AID SERVICE				
CW-1492	LENSE WIPES 100 COUNT POLICE DEPARTMENT			\$39.85
		SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	39.85	
Total For: AMERICAN FIRST AID SERVICE				\$39.85
Vendor: AQUA PLUMBING II INC				
30407	LEAK FIX AT LAKEVIEW RENTAL GENERAL GOVERNMENT PROJECTS			\$443.09
		SERVICES - BUILDING - R&M	443.09	
29760	ON CALL & AS NEEDED PLUMBING SERVICES WASTEWATER TREATMENT			\$1,651.35
		SERVICES - BUILDING - R&M	1,651.35	

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
30029	ON CALL & AS NEEDED PLUMBING SERVICES WASTEWATER TREATMENT	SERVICES - BUILDING - R&M	1,219.31		
Total For: AQUA PLUMBING II INC					\$1,219.31
\$3,313.75					
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC					
1516	16D DUPLEX NAILS 50LB - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(90.07)		
5813	ST: LUTE HANDLE, HOLDER AND BAR STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	223.60		
6391	WTP: CHALK/RAKE WATER TREATMENT	TOOLS	115.21		
Total For: ARROW CONSTRUCTION HOLDINGS, LLC					\$248.74
Vendor: ASAP SERVICES INC					
2256304	MNTHLY CUSTODIAL SERVICES - AUG'25 GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	2,240.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,080.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,310.00		
Total For: ASAP SERVICES INC					\$4,630.00
Vendor: AT&T MOBILITY II, LLC					
2839152904X09	WIRELESS PHONE/DATA CHGS - CITY HALL AUG'25 FINANCE DEPARTMENT	TELEPHONE - WIRELESS	38.82		
	MAYOR'S OFFICE	TELEPHONE - WIRELESS	48.85		
287339153398X	WIRELESS PHONE/DATA CHGS - PARK AUG'25 PARK MAINTENANCE & CAPITAL	TELEPHONE - WIRELESS	150.75		
	COMMUNITY DEVELOPMENT ADMINISTRATION	TELEPHONE - WIRELESS	40.07		
	RECREATION	TELEPHONE - WIRELESS	40.07		
	CITY BEACH CONCESSIONS	TELEPHONE - WIRELESS	40.07		
287339154011X	WIRELESS PHONE/DATA CHGS - FIRE AUG'25 FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	80.14		
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	50.25		
287336485071X	WIRELESS PHONE/DATA CHGS - POLICE AUG'25 POLICE DEPARTMENT	TELEPHONE - WIRELESS	432.34		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	85.03		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	235.24		
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	45.21		
287339151180X	WIRELESS PHONE/DATA CHGS - PUBLIC WORKS AUG'25 WATER TREATMENT	TELEPHONE - WIRELESS	116.28		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
	STREET MAINTENANCE DIVISION	TELEPHONE - WIRELESS	100.50			
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	560.97			
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	85.28			
	ENGINEERING DIVISION	OFFICE SUPPLIES/EQUIPMENT	112.57			
Total For: AT&T MOBILITY II, LLC						\$2,262.44
Vendor: AUTO HAUS INC						
11872	SC: GENERATOR MAINTENANCE SUPPLIES					\$41.52
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	41.52			
12042	ST: A/C TEMP CONTROL RELAY FOR GMC 1 TON					\$15.99
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	15.99			
11960	SHOP: EMERY					\$8.00
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	2.66			
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	2.67			
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	2.67			
Total For: AUTO HAUS INC						\$65.51
Vendor: AVISTA UTILITIES						
08/20/25-08/28/2	MNTHLY UTILITIES - ONTARIO					\$15.59
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	15.59			
07/15/25-08/14/2	MNTHLY UTILITIES - CITY WIDE					\$39,238.82
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	1,757.41			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	483.93			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	88.79			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	23.38			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	120.50			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	735.24			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	40.24			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	2,041.83			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	20.40			
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	106.59			
	STREET MAINTENANCE DIVISION	ELECTRICITY	10,176.96			
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,827.78			
	WATER TREATMENT	ELECTRICITY	11,098.94			
	WASTEWATER COLLECTIONS	ELECTRICITY	855.55			
	WASTEWATER TREATMENT	ELECTRICITY	7,362.56			
	RECREATION	ELECTRICITY	30.95			

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
	STREET MAINTENANCE DIVISION	ELECTRICITY	729.42			
	CENTRAL SERVICES DEPARTMENT	ELECTRICITY	20.00			
	WATER DISTRIBUTION	ELECTRICITY	167.88			
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	47.81			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	ELECTRICITY	1,502.66			
Total For: AVISTA UTILITIES						\$39,254.41
Vendor: B&E ELECTRIC INC						
CS4348	SCADA WATER AND WASTEWATER UPGRADES					\$9,167.50
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	6,279.50			
	WATER TREATMENT	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,888.00			
Total For: B&E ELECTRIC INC						\$9,167.50
Vendor: BADGER METER INC						
80209487	WD: BEACON WTR METER READER - AUG '25					\$579.48
	WATER DISTRIBUTION	SOFTWARE/SAAS - WATER METER READING	579.48			
Total For: BADGER METER INC						\$579.48
Vendor: BIG BELLY SOLAR LLC						
58975	BIG BELLY DOOR REPLACEMENT FROM VANDALISM					\$877.36
	SANITATION/GARBAGE COLLECTION	OPERATIONAL SUPPLIES/EQUIPMENT	798.55			
	SANITATION/GARBAGE COLLECTION	OPERATIONAL SUPPLIES/EQUIPMENT	78.81			
58298	HOPPER LINERS FOR THE BIG BELLY TRASH BINS					\$775.88
	SANITATION/GARBAGE COLLECTION	OPERATIONAL SUPPLIES/EQUIPMENT	750.00			
	SANITATION/GARBAGE COLLECTION	OPERATIONAL SUPPLIES/EQUIPMENT	25.88			
Total For: BIG BELLY SOLAR LLC						\$1,653.24
Vendor: BIG NICK'S TREE MANAGEMENT LLC						
828	DEAD TREE REMOVAL LAKE WATER TREATMENT PLANT					\$1,000.00
	WATER TREATMENT	TECH SERVICES - ARBORIST/URBAN FORESTER	1,000.00			
Total For: BIG NICK'S TREE MANAGEMENT LLC						\$1,000.00
Vendor: BILLING DOCUMENT SPECIALISTS						
102181	UTILITY BILLING AUGUST REG & LATE NOTICES					\$1,265.23
	UTILITY BILLING	TECH SERVICES - UTILITY BILLING	292.02			
	UTILITY BILLING	POSTAGE	973.21			
Total For: BILLING DOCUMENT SPECIALISTS						\$1,265.23
Vendor: BONNER COUNTY DAILY BEE						
0000038871	BCB#7147 REDEFINE ALLEYS & PARKING					\$1
	PLANNING DIVISION	ADVERTISING	145.04			10

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
0000040051-081	BCB#7229 CANDIDATE FILING DEADLINE 2025 CITY CLERK'S OFFICE	ADVERTISING	54.66		\$54.66
0000039912	BSB#7219 DOWNTOWN PHASE 3 DSGN SVCS BID STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	76.24		\$76.24
0000040357-082	WWTP BOND ELECTION ORDINANCE SUMMARY WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	170.93		\$170.93
0000040428-082	BCB#7270 ANNUAL APPROPRIATION ORDINANCE FY2026 (FY2025 EXP) CITY CLERK'S OFFICE	ADVERTISING	162.24		\$162.24
Total For: BONNER COUNTY DAILY BEE					\$609.11
Vendor: BONNER COUNTY PROSECUTING ATTY					
BCPA081	PROCECUTING ATTORNEY SVCS - AUG 2025 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,083.33		\$7,083.33
Total For: BONNER COUNTY PROSECUTING ATTY					\$7,083.33
Vendor: BOUNDARY TRACTOR YAMAHA					
BTC-2124486	MULCH KIT, TITANIUM FORCE - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	380.94		\$380.94
Total For: BOUNDARY TRACTOR YAMAHA					\$380.94
Vendor: CC VENDOR - WELLS FARGO					
09592	WD: REPLACEMENT ON CALL PHONE WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	139.00		\$139.00
112-3985469-27	AMAZON - TACTICAL SLINGS/GEAR POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	303.82		\$303.82
112-3985469-27	AMAZON-FLASHLIGHTS/SLINGS POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	55.51		\$55.51
2025-66886	COURT RESRVE JER SFTWRE FY25 8/27-9/27/25 JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - RECTRAC/REC1/TEAMSIDELIN	199.00		\$199.00
112-3111935-00	AMAZON MKTPL/NOTARY STAMP/ANGELA POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	22.98		\$22.98
68AE2189577AA	WWTP OPERATOR CEU CLASSES - BEN GREGORY WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	150.00		\$150.00
EC2528490	PPE- TOURN/1ST AID KITS/MINI MEDIC BAGS POLICE DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	1,681.49		\$1,681.49
112-9087670-97	AMAZON STAMP/NOTARY POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	27.98		\$27.98
113-8401655-60	STEEL STEP LADDER CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	37.99		\$37.99
03389	MICROWAVE REPLACEMENT				\$150.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	FIRE DEPARTMENT - SANDPOINT	FACILITY SUPPLIES	130.00		
113-8403953-37	11"X17" COPY PAPER CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	61.98		\$61.98
102062871	ICC MECHANICAL PLNS EXMNR STUDY GUIDE BUILDING DIVISION	LICENSES/DUES & SUBSCR (JOB RELATED)	69.00		\$69.00
113-3358752-44	OFFICE CHAIR CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	132.97		\$132.97
113-9450334-80	PRINTER TONER, 150W CAR POWER INVERTERS WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	26.60		\$127.70
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	26.60		
	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	26.59		
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	47.91		
113-1522245-41	SHARPIE FINE TIPS, FOLDERS CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	35.23		\$35.23
113-5965932-17	LEGAL SIZE COPY PAPER CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	79.99		\$79.99
102063143	ICC CERTIFICATE RENEWAL P. SKON BUILDING DIVISION	LICENSES/DUES & SUBSCR (JOB RELATED)	100.00		\$100.00
14497	CRYSTAL FLOOR SCRUBBER PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	2,897.00		\$2,897.00
112-4156099-12	3 - HOLSTERS/PATROL POLICE DEPARTMENT	UNIFORM & CLOTHING	584.49		\$584.49
PDFLLCNFRNC	APA MEMBERSHIP REGISTRATION -WELKER & DEAN PLANNING DIVISION	LICENSES/DUES & SUBSCR (JOB RELATED)	590.00		\$590.00
Total For: CC VENDOR - WELLS FARGO					\$7,426.13
Vendor: CHECKR INC					
2025299	BACKGROUND CHECK SVCS - 1-IT, 1-WWTP INFORMATION TECHNOLOGY DIVISION	BACKGROUND CHECK SERVICES	57.49		\$113.73
	WASTEWATER TREATMENT	BACKGROUND CHECK SERVICES	56.24		
Total For: CHECKR INC					\$113.73
Vendor: CLEARWATER SPRINGS					
906216	WWTP: DISTILLED H2O & FUEL SURCHARGE WASTEWATER TREATMENT	LABORATORY SUPPLIES	66.00		\$66.00
Total For: CLEARWATER SPRINGS					\$66.00
Vendor: COLEMAN OIL					
CP-0301691	AUGUST FUEL CHARGES FIRE DEPT				\$1,212

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv Item # 2.
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	445.13	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	636.54	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	23.25	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	105.57	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	68.13	
CP-0301682	AUGUST FUEL CHARGES POLICE DEPT			\$3,699.90
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	220.04	
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	279.47	
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	3,200.39	
Total For: COLEMAN OIL				\$4,978.52
Vendor: CONSOLIDATED SUPPLY CO.				
S012550807.001	SHOP: WATER STATION FILTER			\$121.53
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	40.51	
	WATER DISTRIBUTION	FACILITY SUPPLIES	40.51	
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	40.51	
S012576808.001	SC: JOINT SEALANT - MANHOLES			\$169.98
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	169.98	
S0112576216.00	WD: REPLACE SERVICE LINE AT 400 MAIN			\$479.89
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	479.89	
S012582517.001	ST: WHITE MARKING PAINT			\$16.65
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	16.65	
S012583328.001	ST: GALVANIZED COUPLING PARTS			\$39.62
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	39.62	
S012573429.001	ST: MECHANICAL SEWER END OF PIPE PLUG 'GRIPPER'			\$46.02
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	46.02	
S012573429.002	ST: MECHANICAL SEWER END OF PIPE PLUG 'GRIPPER' CREDIT			\$(46.02)
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	(46.02)	
S012573520.001	ST: 8" GRIPPER AND 60LB TORQUE WRENCH			\$191.57
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	191.57	
S012572772.001	SC: PVC COUPLINGS - OMNIPARK LATERAL			\$9.85
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	9.85	
S012580256.001	WD: ERPM RUBBER METER GASKET			\$4.57
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	4.57	
Total For: CONSOLIDATED SUPPLY CO.				\$1,033.66
Vendor: CO-OP GAS & SUPPLY CO.				
33212	2) TRASH CAN 32 GAL- BEACH			\$ 13

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	53.98	
Total For: CO-OP GAS & SUPPLY CO.				\$53.98
Vendor: EMSCONNECT				
13698	EMS & FIRE TRAINING SUBSCRIPTION SEPT '25 FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	75.00	\$75.00
Total For: EMSCONNECT				\$75.00
Vendor: FASTENAL COMPANY				
IDCOE223764	ST: HEX NUT, 1/2" & 3/8" SPLIT LOCK WASHERS STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	24.06	\$24.06
Total For: FASTENAL COMPANY				\$24.06
Vendor: FATBEAM LLC				
60268	INTERNET SRVCS - CITY HALL SEPT'25 INFORMATION TECHNOLOGY DIVISION	INTERNET - FIBER/T1	406.85	\$406.85
60441	FIBER MNTHLY INTERNET SRVC AT JER - SEPT'25 JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	395.00	\$395.00
Total For: FATBEAM LLC				\$801.85
Vendor: GALLS LLC				
032391146	2-UNIFORM POLOS - CRO CHUBB POLICE DEPARTMENT	UNIFORM & CLOTHING	105.49	\$105.49
032371252	UNIFORM PANTS CRO CHUBB POLICE DEPARTMENT	UNIFORM & CLOTHING	96.40	\$96.40
Total For: GALLS LLC				\$201.89
Vendor: GIVENS PURSLEY LLP				
296432	LEGAL SERVICES THRU 7/31/25 WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - CIVIL	4,455.00	\$4,455.00
Total For: GIVENS PURSLEY LLP				\$4,455.00
Vendor: GRAINGER INC				
9627591127	WWTP: CONDENSATE SETARATOR WASTEWATER TREATMENT	CHEMICAL SUPPLIES	120.49	\$120.49
Total For: GRAINGER INC				\$120.49
Vendor: HACH COMPANY				
14642077	WTP: CL17 CHEMICALS FOR TREATING WATER WATER TREATMENT	CHEMICAL SUPPLIES	87.62	\$87.62
Total For: HACH COMPANY				\$87.62
Vendor: HEIDI BARMORE				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
T0082 PER DIE	IDAHO POST ACADEMY PER DIEM FY 2025 POLICE DEPARTMENT	TRAINING AND TRAVEL	961.50		
Total For: HEIDI BARMORE					\$961.50
Vendor: HMH ENGINEERING					
M24005-11	CEDAR ST RECON SVCS THRU 3/23/25 STREET CAPITAL & PROJECTS WATER CAPITAL PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE CAPITAL IMPROVEMENTS OTHER THAN BUILDING	392.76 80.44		\$473.20
Total For: HMH ENGINEERING					\$473.20
Vendor: IDAHO ASPHALT SUPPLY INC					
90010631	ST: TACK OIL FOR ASPHALT SEALING STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	2,450.50		\$2,450.50
90011698	ST: TACK OIL ASPHALT SEALING STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	1,553.50		\$1,553.50
Total For: IDAHO ASPHALT SUPPLY INC					\$4,004.00
Vendor: INLAND FOREST MANAGEMENT INC					
7077	FOREST SERVICE MANAGEMENT SERVICES WATER CAPITAL PROJECTS	TECH SERVICES - TIMBER SALES & LAND MGMT	665.00		\$665.00
7062	FOREST SERVICE MANAGEMENT SERVICES WATER CAPITAL PROJECTS	TECH SERVICES - TIMBER SALES & LAND MGMT	5,184.00		\$5,184.00
Total For: INLAND FOREST MANAGEMENT INC					\$5,849.00
Vendor: INSIGHT DISTRIBUTING INC					
0536428-IN	WTP: TOWLES, & CLEANER WATER TREATMENT	FACILITY SUPPLIES	99.75		\$99.75
Total For: INSIGHT DISTRIBUTING INC					\$99.75
Vendor: INTERSTATE CONCRETE & ASPHALT					
1070586	GOLDEXT & BUCKEY - TRAVERS BATTING CAGE PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	972.25		\$972.25
Total For: INTERSTATE CONCRETE & ASPHALT					\$972.25
Vendor: JAMES, SILAS					
REIMB09092025	BOOT REIMBURSEMENT FY2025 WATER DISTRIBUTION WASTEWATER COLLECTIONS	UNIFORM & CLOTHING UNIFORM & CLOTHING	93.75 31.25		\$125.00
Total For: JAMES, SILAS					\$125.00
Vendor: JASON ADAM					
REIMB09092025	BOOT REIMBURSEMENT FY2025				\$115

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.	t
	STREET MAINTENANCE DIVISION	UNIFORM & CLOTHING	41.66			
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	41.67			
	WATER DISTRIBUTION	UNIFORM & CLOTHING	41.67			
Total For: JASON ADAM						\$125.00
Vendor: JESSE AKLIN						
REIMB09092025	BOOT REIMBURSEMENT FY 2025					\$125.00
	WATER DISTRIBUTION	UNIFORM & CLOTHING	125.00			
Total For: JESSE AKLIN						\$125.00
Vendor: JOE HIGGINS						
REIMB09092025	BOOT REIMBURSEMENT FY 2025					\$125.00
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	125.00			
Total For: JOE HIGGINS						\$125.00
Vendor: JONATHAN GRIMM						
REIMB09102025	MILEAGE REIMBURSEMENT - SYRINGA HEIGHTS LITIGATION					\$61.51
	MAYOR'S OFFICE	TRAINING AND TRAVEL	61.51			
Total For: JONATHAN GRIMM						\$61.51
Vendor: KELLEY CREATE						
39990610	AUGUST COPIER LEASE					\$244.75
	POLICE DEPARTMENT	COPIER LEASE	244.75			
Total For: KELLEY CREATE						\$244.75
Vendor: KG & T SEPTIC INC						
PAY APP 1	RUTH AVE-BOYER AVE SEWER MAIN REPLACEMENT THRU 8/8/2025					\$125,769.00
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	125,769.00			
Total For: KG & T SEPTIC INC						\$125,769.00
Vendor: LAKE CITY LAW GROUP PLLC						
42283 - CORRE	LEGAL SERVICES - FY25 - JULY'25 CORRECTION					\$(14,830.00)
	LEGAL	OTHER PROF SERVICE - LEGAL - CIVIL	(14,830.00)			
42652	LEGAL SRVCS - SYRINGA LITIGATION - AUG '25					\$4,175.50
	WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - LIT/OTHER	4,175.50			
Total For: LAKE CITY LAW GROUP PLLC						\$(10,654.50)
Vendor: LEXIPOL LLC						
INVLEX1125627	ANNUAL LAW ENFORCEMENT POLICY UPDATES					\$4,168.91
	POLICE DEPARTMENT	TECH SERVICES - POLICY	4,168.91			
Total For: LEXIPOL LLC						\$4,168.91
Vendor: LINDSAY HOLLENBACK						

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.
08202025	SEWING PATCHES ON UNIFORMS POLICE DEPARTMENT	UNIFORM & CLOTHING	90.00		
Total For: LINDSAY HOLLENBACK					\$90.00
Vendor: MGT IMPACK SOLUTIONS, LLC					
GHR3001153	AMENDED CONTRACT - ANNUAL BENCHMARKING CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	5,000.00		
Total For: MGT IMPACK SOLUTIONS, LLC					\$5,000.00
Vendor: NAPA AUTO PARTS					
242363	WTP: SMOKELESS MOTOR OIL WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	18.48		
Total For: NAPA AUTO PARTS					\$18.48
Vendor: NEWMAN SIGNS INC					
TRFINV062843	ST: SIGNS - MOVING WRK ZONE, CAUTION FRESH TAR, YEILD TO ONCOMING TRA STREET MAINTENANCE DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	1,529.76		
Total For: NEWMAN SIGNS INC					\$1,529.76
Vendor: NORTH 40 OUTFITTERS					
049692/B	WTP: 2.5 GAL DE AMINE AND SPRINKLER 3/4" BRASS R/B WATER TREATMENT	FACILITY SUPPLIES	111.24		
049693/B	WTP: 2.5 GAL DE AMINE AND SPRINKLER 3/4" BRASS R/B WATER TREATMENT	FACILITY SUPPLIES	(6.30)		
049744/B	WD: 3 PAIR BIB OVERALLS WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	389.97		
049595/B	WTP: EYE BOLT/ 100FT ROPE/BULK FASTENERS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	48.54		
Total For: NORTH 40 OUTFITTERS					\$543.45
Vendor: OXARC INC					
0062103809	WWTP: CHLORINE & SULFUR DIOXIDE - AUGUST '25 WASTEWATER TREATMENT	CHEMICAL SUPPLIES	167.27		
0062106408	WTP: CHLORINE AND CHEMICAL/GASES WATER TREATMENT	CHEMICAL SUPPLIES	149.44		
0032408046	WTP: FINANCE CHARGE FOR AUGUST INVOICE WATER TREATMENT	CHEMICAL SUPPLIES	6.35		
0061983454	WTP: CHLORINE AND CHEMICAL/GASES WATER TREATMENT	CHEMICAL SUPPLIES	148.51		
0062081904	WTP CHLORINE AND CHEMICAL/GASES JULY '25 WATER TREATMENT	CHEMICAL SUPPLIES	149.44		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.
0032387367	WTP: FINANCE CHARGE FOR JULY INVOICE WATER TREATMENT	CHEMICAL SUPPLIES	6.26		\$6.26
0032365838	WTP: FINANCE CHARGE FOR JUNE INVOICE WATER TREATMENT	CHEMICAL SUPPLIES	3.74		\$3.74
Total For: OXARC INC					\$631.01
Vendor: PAPE MACHINERY INC					
7008681	ST: SWEEPER ENGINE DIAGNOSTIC/SOFTWARE UPDATE STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	851.03		\$851.03
Total For: PAPE MACHINERY INC					\$851.03
Vendor: PASSWORD ANSWER SERVICE INC					
000037-657-581	AFTER HRS ANSWER SVCS SEPT '25 PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	592.39		\$592.39
Total For: PASSWORD ANSWER SERVICE INC					\$592.39
Vendor: PELICANCORP ONE CALL INC					
INV-1380	UTILITY LOCATOR SERVICES AUGUST '25 WATER DISTRIBUTION	TELEPHONE - LANDLINE & OTHER	177.45		\$354.90
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	177.45		
Total For: PELICANCORP ONE CALL INC					\$354.90
Vendor: PITNEY BOWES GLOBAL FINANCIAL SERVI					
09092025	POSTAGE METER CREDIT LINE PAYMENT CENTRAL SERVICES DEPARTMENT	POSTAGE	350.00		\$350.00
Total For: PITNEY BOWES GLOBAL FINANCIAL SERVI					\$350.00
Vendor: QUENTIN DUCKEN					
REIMB09092025	BOOT REIMBURSEMENT FY 2025 WATER DISTRIBUTION	UNIFORM & CLOTHING	119.24		\$119.24
Total For: QUENTIN DUCKEN					\$119.24
Vendor: REHN & ASSOCIATES					
INV-00209254	COBRA -SKOOG/STAGLUND/BRACE/BRANSCOME/WRIGHT CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	125.00		\$125.00
Total For: REHN & ASSOCIATES					\$125.00
Vendor: REX EDWARDS					
REIMB09092025	BOOT REIMBURSEMENT FY 2025 WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	125.00		\$125.00
Total For: REX EDWARDS					\$125.00
Vendor: SAND CREEK CUSTOM WEAR					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.
09541	OFFICER KALE "WHITE" PATCHES POLICE DEPARTMENT	UNIFORM & CLOTHING	17.00		
Total For: SAND CREEK CUSTOM WEAR					\$17.00
Vendor: SAND CREEK TREE SERVICE					
698	TREE REMOVALS/TRIMMINGS AT LAKEVIEW PARK PARK MAINTENANCE & CAPITAL	TECH SERVICES - ARBORIST/URBAN FORESTER	1,875.00		
Total For: SAND CREEK TREE SERVICE					\$1,875.00
Vendor: SANDPOINT URBAN RENEWAL AGENCY					
09102025	AUGUST'25 TAX RECEIPTS COLLECTED UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	1,799.87		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	6,404.86		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	528.62		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	(0.02)		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	0.02		
Total For: SANDPOINT URBAN RENEWAL AGENCY					\$8,733.35
Vendor: SANDPOINT.COM					
11917	CONTRACT IT SUPPORT SERVICES INFORMATION TECHNOLOGY DIVISION	PROF SERVICE - IT SERVICES	6,500.00		
Total For: SANDPOINT.COM					\$6,500.00
Vendor: SHARON FITZGERALD					
SEPTCONTRAB	CONTRA DANCE BAND SEPT 12, 2025 RECREATION	OPERATIONAL SUPPLIES/EQUIPMENT	225.00		
Total For: SHARON FITZGERALD					\$225.00
Vendor: SHI INTERNATIONAL CORP					
B20193655	MICROSOFT 365 YRLY LICENSES - 9/1/25-8/31/26 INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - M365 LICENSING G3	57.32		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - M365 LICENSING G3	51,767.04		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - M365 LICENSING G3	143.23		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - M365 LICENSING G3	1,280.68		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - M365 LICENSING G3	381.70		
Total For: SHI INTERNATIONAL CORP					\$53,629.97
Vendor: SIRCHIE ACQUISITION CO LLC					
0698397-IN	EVIDENCE RED TAPE POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	79.62		
0694772-IN	GUN EVIDENCE BOX				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.	t
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	49.57			
Total For: SIRCHIE ACQUISITION CO LLC						\$129.19
Vendor: SMS AUTOMOTIVE & MARINE INC						
3697	SPD5- TAHOE/ELECTRICAL ISSUES/DRAINING BATTERY/CAMERA ISSUES POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	1,789.25			\$1,789.25
Total For: SMS AUTOMOTIVE & MARINE INC						\$1,789.25
Vendor: SOUTH FORK HARDWARE (PARKS)						
412951	RSTRM SIGNS, INSC T KLLR, PVC BUSHING FOR IRRIGATION - LAKEVIEW PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	39.83			\$39.83
413145	STPL GN, STPLS, SPR PNT - RANGE SUPPLIES RECREATION	OPERATIONAL SUPPLIES/EQUIPMENT	72.72			\$72.72
413243	25' TAPE MEASURE - BEACH SHOP TOOLS PARK MAINTENANCE & CAPITAL	TOOLS	15.99			\$15.99
413708	TAPE MEASURE/SCREWDRIVER SET - ALL PARKS - TOOLS PARK MAINTENANCE & CAPITAL	TOOLS	53.97			\$53.97
413703	ROOF PUTTY - CITY HALL GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	114.99			\$114.99
413610	10 BOXES OF 3.5IN WOOD SCREWS- MARINA PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	152.99			\$152.99
Total For: SOUTH FORK HARDWARE (PARKS)						\$450.49
Vendor: SOUTH FORK HARDWARE (PUB WKS)						
413058	ST: 8 QT GALVANIZED PAIL STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	14.99			\$14.99
Total For: SOUTH FORK HARDWARE (PUB WKS)						\$14.99
Vendor: SPOKANE HOUSE OF HOSE INC						
1138252	WD: VAC TRUCK BLOWER HOSE WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	838.56			\$838.56
Total For: SPOKANE HOUSE OF HOSE INC						\$838.56
Vendor: SPOKANE TESTING SOLUTIONS						
19270	DOT TESTING AUG'25 - 2-STREETS, 2-PW UTILITIES, 1- POLICE, 1-PARK&REC STREET MAINTENANCE DIVISION	OTHER PROF SERVICE - MEDICAL	85.00			\$325.00
	WATER DISTRIBUTION	OTHER PROF SERVICE - MEDICAL	120.00			
	PARK MAINTENANCE & CAPITAL	OTHER PROF SERVICE - MEDICAL	60.00			
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	60.00			
Total For: SPOKANE TESTING SOLUTIONS						\$325.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.
Vendor: STEP SAVER INC					
T559001	WTP: COARSE SOLAR SALT FOR MAKING CHLORINE				\$8,770.00
	WATER TREATMENT	CHEMICAL SUPPLIES	3,240.00		
	WATER TREATMENT	CHEMICAL SUPPLIES	3,950.00		
	WATER TREATMENT	CHEMICAL SUPPLIES	1,580.00		
Total For: STEP SAVER INC					\$8,770.00
Vendor: STONEWAY ELECTRIC SUPPLY					
S104731252.001	WWTP: LINEAR FLUORESCENT LED LAMP				\$88.40
	WASTEWATER TREATMENT	FACILITY SUPPLIES	88.40		
Total For: STONEWAY ELECTRIC SUPPLY					\$88.40
Vendor: TMG SERVICES INC					
0053913-IN	WTP: 25 COUNT LEAD GASKET				\$121.25
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	121.25		
Total For: TMG SERVICES INC					\$121.25
Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					
5922531-202508	BACKGROUND CHECK SVCS - AUG '25				\$135.00
	POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00		
5922531-20250	BACKGROUND CHECK SVCS - JUNE '25				\$135.00
	POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00		
Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					\$270.00
Vendor: USA BLUE BOOK					
INV00811246	WWTP: CLORIDE TNT + VIALS				\$132.32
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	132.32		
Total For: USA BLUE BOOK					\$132.32
Vendor: WASTE MANAGEMENT OF IDAHO INC					
0241844-1827-5	CITY PROPERTY REFUSE/WASTE CHARGES AUG'25				\$9,080.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	720.00		
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	6,240.00		
	WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	200.00		
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	600.00		
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	600.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	40.00		
	PUBLIC WORKS ADMINISTRATION	DISPOSAL (GARBAGE) SERVICES	280.00		
	WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	400.00		
SEPT05INVOICE RESIDENTIAL REFUSE AND WASTE CHARGES SEPT '25					\$51,0

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 2.
	SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	51,027.45		
Total For: WASTE MANAGEMENT OF IDAHO INC					\$60,107.45
Vendor: WATERFRONT PROPERTY MANAGEMENT					
56328	FIRE BOAT FUEL				\$126.30
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	14.70		
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	111.60		
Total For: WATERFRONT PROPERTY MANAGEMENT					\$126.30
Vendor: WESTERN STATES EQUIPMENT CO					
IN003312296	ST: CAT GRADER REPAIRS				\$7,217.23
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	1,340.88		
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	1,432.23		
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	1,446.88		
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	942.40		
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	1,146.02		
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	400.62		
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	308.20		
	STREET MAINTENANCE DIVISION	SERVICES - EQUIPMENT - R&M	200.00		
Total For: WESTERN STATES EQUIPMENT CO					\$7,217.23
Vendor: WILKOWSKI, BEN					
T0081 PER DIE	IDAHO POST ACADEMY PER DIEM FY 2025				\$961.50
	POLICE DEPARTMENT	TRAINING AND TRAVEL	961.50		
Total For: WILKOWSKI, BEN					\$961.50
Vendor: ZEB PLATT					
REIMB082925	BOOT REIMBURSEMENT FY25				\$118.71
	STREET MAINTENANCE DIVISION	UNIFORM & CLOTHING	118.71		
Total For: ZEB PLATT					\$118.71
Vendor: ZIPLY FIBER					
3469 - 082525	3469 - PHONE CHGS - TURTLE ROCK 8.25.25-9.24.25				\$76.22
	WATER TREATMENT	TELEPHONE - LANDLINE & OTHER	76.22		
4008 - 082225	4008 - PHONE CHGS - CITY HALL 8.22.25-9.21.25				\$271.80
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	271.80		
6269 - 082225	6269 - PHONE CHGS - 911 TRANSFER 8.22.25-9.21.25				\$13.80
	POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	13.80		
6708 - 082225	6708 - PHONE CHGS - CITY HALL 8.22.25-9.21.25				\$110.15
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	110.15		

Invoice Number Invoice Description
 Department/Division

GL Account Description

Line Item Amount

Inv# Item # 2. t

Total For: ZIPLY FIBER

\$471.97

Grand Total: \$396,669.72

Councilor Signature: _____ Date: _____

Councilor Name: JUSTIN DICK



AGENDA REPORT

City Council Meeting

TODAY'S DATE: September 9, 2025

MEETING DATE: September 17, 2025

TO: Mayor and City Council

FROM: Sarah Lynds, Finance Director

SUBJECT: Audit Engagement Letter for the Fiscal Year Ending September 30, 2025

DESCRIPTION/BACKGROUND: Idaho code requires the City Council in every city to have a full and complete audit of the financial statements by an independent auditor and to include budget authority to cover the necessary expenses of an audit.

The attached engagement letter from Magnuson, McHugh, Dougherty CPAs describes in detail elements of the audit, management's responsibility in preparation for the audit, and the associated fees and timing.

Fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Estimate of these fees are \$26,500 for the audit. If the City expends over \$750,000 in Federal Awards a Single audit is required, the city is not anticipated to need a Single Audit for FY25.

STAFF RECOMMENDATION: To approve the FY25 audit engagement letter.

ACTION: Council approve the Magnusson, McHugh, Dougherty CPAs engagement letter to conduct the City's annual independent audit for fiscal year ending September 30, 2025, and to authorize the Mayor to sign the agreement.

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Yes

ATTACHMENTS: FY 2025 Audit Engagement Letter

No: 25-
Date: September 17, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ENGAGING MAGNUSON-MCHUGH-DOUGHERTY, CPA, FOR FISCAL YEAR 2025 AUDIT

WHEREAS: Idaho Code requires the City Council in every city to obtain a full and complete audit of the City's financial statements by an independent auditor and to include budget authority to cover the necessary expenses of an audit;

WHEREAS: Magnuson-McHugh-Dougherty the CPA firm that has performed the City's annual audit for many years, has submitted a letter which seeks to conduct the City's audit for the fiscal year ending September 30, 2025, and describes in detail elements of the audit, management's responsibility in preparation for the audit, and the associated fees and timing;

WHEREAS: Fees are based on the amount of time required at various levels of responsibility and actual out-of-pocket expenses;

WHEREAS: The estimate of these fees for the FY2025 audit is \$26,500; and

WHEREAS: It is not anticipated that the City will need to undergo a Single Audit for FY2025, which is required in each year that the City expends over \$750,000 in Federal Awards.

NOW, THEREFORE, BE IT RESOLVED THAT: Engagement of Magnuson-McHugh-Dougherty, Certified Public Accountants, to conduct the City's audit for the fiscal year ending September 30, 2025, is approved.

BE IT FURTHER RESOLVED THAT: On behalf of the City, the Mayor or authorized designee, as provided for in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction, as further outlined in the City of Sandpoint Procurement Policy, is authorized to sign the Response to the Audit Engagement Letter, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



September 4, 2025

To the Honorable Mayor and City Council
City of Sandpoint
1123 Lake Street
Sandpoint, ID 83864

We are pleased to confirm our understanding of the services we are to provide the City of Sandpoint for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Sandpoint as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Sandpoint's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Sandpoint's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget & Actual – Major Governmental Funds.
3. Schedules of required supplementary information consistent with the requirements of GASB Statement No. 68.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Sandpoint's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements:

1. Combining and Individual Fund Financial Statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City of Sandpoint and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: improper revenue recognition, and management override of controls.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Sandpoint's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of the City of Sandpoint in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

As an attest client, Magnuson, McHugh, Dougherty CPAs cannot store your documents, data, or records on your behalf because doing so will impair Magnuson, McHugh, Dougherty CPAs' independence. This is in accordance with the "Hosting Services" interpretation at [ET 1.295.143](#) of the *AICPA Code of Professional Conduct*. The City of Sandpoint is solely responsible for maintaining its own data and records.

Magnuson, McHugh, Dougherty CPAs does not host any of the City of Sandpoint's information. The portal is used solely as a method of transferring data and is not intended to store the City of Sandpoint's information.

With respect to any nonattest services we perform, we will provide the following nonattest services in accordance with professional standards:

- Draft the City of Sandpoint's financial statements and related footnote disclosures; including the requirements of GASB Statement No. 68.
- Draft GASB 87 lease schedules based on information provided by the City of Sandpoint.
- Draft GASB 96 schedule based on information provided by the City of Sandpoint (if applicable).

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the City of Sandpoint; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Magnuson, McHugh, Dougherty CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator(s) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Magnuson, McHugh, Dougherty CPAs' personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator(s). If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Laura Parasida, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately December 8, 2025 and to issue our reports as soon as reasonably possible after fieldwork has been completed.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Please have your audit documentation to us no later than November 24, 2025.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$26,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate; this includes time spent assisting in the implementation of new standards, if applicable. Whenever possible, we will attempt to use the City of Sandpoint's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The City of Sandpoint acknowledges that the following circumstances will result in an increase of our fees and the possibility that deadlines will not be met, and fieldwork may be rescheduled:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delayed in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances or report disclosures that impact the current year engagement; and
- An excessive number of audit adjustments.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the audit. We will bill any additional amounts based on the experience of the individuals involved and the amount of work performed.

Reporting

We will issue a written report upon completion of our audit of the City of Sandpoint's financial statements. Our report will be addressed to the honorable Mayor and City Council of the City of Sandpoint. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Sandpoint is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Sandpoint and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2022 peer review report accompanies this letter.

Very truly yours,



Magnuson, McHugh, Dougherty CPAs

RESPONSE:

This letter correctly sets forth the understanding of the City of Sandpoint.

Management signature: _____

Title: _____

Date: _____



Report on the Firm's System of Quality Control

December 6, 2022

To the Owners of
Magnuson, McHugh & Company PA
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Magnuson, McHugh & Company PA (the firm) in effect for the year ended July 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Magnuson, McHugh & Company PA in effect for the year ended July 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Magnuson, McHugh & Company PA has received a peer review rating of *pass*.

Poulsen, VanLeuven & Catmull
Poulsen, VanLeuven & Catmull P.A.

1408 Pomerelle Ave Suite C • Burley, Idaho 83318 • (208) 678-1300 • Fax (208) 678-1301 • www.pvc.cpa



AGENDA REPORT

City Council Meeting

TODAY'S DATE: August 27, 2025

MEETING DATE: September 17, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Declare Personal Property Surplus and Authorize Disposition of Police Found and Unclaimed Property

DESCRIPTION/BACKGROUND:

The document attached to the proposed Resolution lists all items for surplus declaration and disposition method. All these items are of no further use to the City and may be declared surplus personal property and disposed of per the City's Surplus Personal Property Policy, which allows the City the ability to dispose of surplus personal property. Additionally, the document lists items from Police Found and Unclaimed Property that are ready to be disposed of and provides method of disposition next to the items. It is in the best interest of the City to declare all items on the attached list surplus and dispose of them as identified on the list and sell through Public Surplus Auction, disposal, recycling, or donation. Additionally, it is in the best interest of the City to approve the disposition of all listed Police Found and Unclaimed Property and dispose of as identified in the attached document to the proposed Resolution.

STAFF RECOMMENDATION:

Staff recommends City Council consider declaring the personal property surplus items as identified in the document attached to the proposed Resolution as allowed per the City's Surplus Personal Property Policy, and recommends City Council authorize staff to determine the ultimate disposal of any of the items listed for Public Surplus Auction that do not sell after listing. Additionally, Staff recommends City Council approve the disposition of Police Found and Unclaimed Property as listed in the document attached to the proposed Resolution.

ACTION:

City Council to declare the personal property surplus items as identified in the document attached to the proposed Resolution as allowed per the City's Surplus Personal Property Policy and City Council authorizes staff to determine the ultimate disposal of any of the items listed for Public Surplus Auction that do not sell after listing. Additionally, City Council to approve the disposition of Police Found and Unclaimed Property as listed in the document attached to the proposed Resolution.

WILL THERE BE ANY FINANCIAL IMPACT? Yes – revenue from sale if items HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Proposed Resolution
- Surplus Items – Compiled List
- City of Sandpoint Public Surplus Policy

No: 25-
Date: September 17, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SURPLUS PERSONAL PROPERTY DECLARATION AND DISPOSITION

WHEREAS: Pursuant to Idaho Code § 50-301, the City is empowered to convey City-owned personal property;

WHEREAS: Further, the City has adopted a Surplus Personal Property Policy, which provides for the City's policies and procedures to identify and dispose of personal property;

WHEREAS: The document attached to this Resolution contains a list of personal property items that have been determined to be of no further use to the City and identified for surplus declaration, including "found and unclaimed" property currently held by the Police Department, with recommendation for disposition noted on the list; and

WHEREAS: It is in the best interest of the City to surplus and dispose of these items through public surplus auction, disposal, recycling, or donation.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby declares as surplus the items of personal property, including any abandoned/unclaimed property in the City's possession, included on the attached list.

BE IT FURTHER RESOLVED THAT: City staff are directed to sell or otherwise convey or dispose of the items on the attached list per Idaho Code and the City's Surplus Personal Property Policy.

BE IT FURTHER RESOLVED THAT: Staff is authorized, in compliance with all pertinent laws and regulations, to properly dispose of surplus items that are not sold or otherwise conveyed and remain in the City's possession.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

FIRE:

ITEMS 1-7: DONATION - Northside Fire District

1. 25 ft Hydraulic Hoses – Set of 3



2. 50 ft Hydraulic Hoses – Set of 3



3. AMK-25 Cutters



4. AMK-25c Cutters



5. AMKUS – RAM



6. AMKUS Spreader



7. AMKUS Spreader M28



8. Honda AMKUS Hydraulic Pump – PUBLIC SURPLUS AUCTION



9. Honda Hydraulic Pump Electric – PUBLIC SURPLUS AUCTION



10. Honda EM3000 Generator – 1982 –PUBLIC SURPLUS AUCTION



PARKS:

1. 2001 Chevrolet S-10 – VIN 1GCCS19W818201751 - PUBLIC SURPLUS AUCTION

Mileage: 60,234

2001 Chevy S-10 EX-Cab two wheel drive

Transmission manual 5 speed

Motor 4.3 liter V-6 gas

Drivers side floor board is rusting out rest of truck in better shape.

6' bed with utility rack

AM/FM radio

Manual Windows



2. 1999 Dodge Ram 2500 – VIN 3B7KC26ZXXM573965 - PUBLIC SURPLUS AUCTION

Mileage: 114,237

Single Cab R25 8' bed and Utility Rack

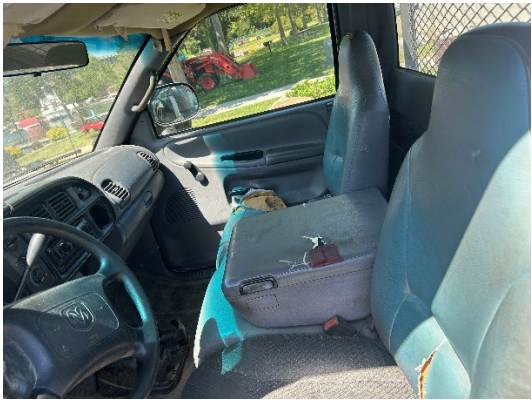
5.9 Liter V8 Automatic Transmission

AM/FM Radio

Manual Windows

Rust on Driver Side Door Frame

Steering Box Leaks



3. Lifeguard Stands –
 - a. 3 for PUBLIC SURPLUS AUCTION
 - b. 1 for donation to Bonner County Historical Society



4. 1999 Ford Ranger – VIN 1FTYR14C0XPA17014 - PUBLIC SURPLUS AUCTION

Mileage – 66,443

Rear Wheel Drive

5 speed manual transmission

V6 3.0 liter engine

Tires – less than 1,000 miles on them

No A/C

Driver side floor board and partial on passenger side is rusted



POLICE

1. 2005 Ford Explorer – 1FMEU72E96UA50386 - PUBLIC SURPLUS AUCTION

Mileage – 104,282

Tires – Almost new All-Season M&S

Damage to passenger front bumper





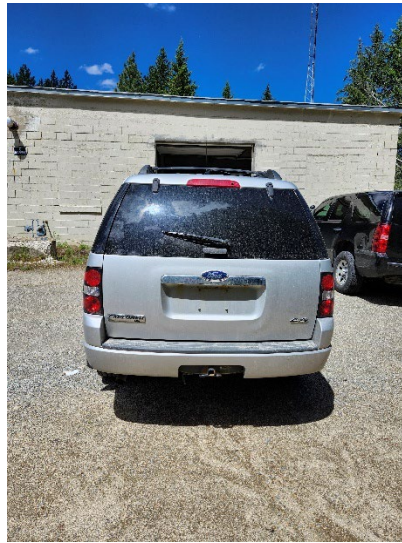
2. 2010 Ford Explorer – VIN 1FMEU7DEXAUA76307 - PUBLIC SURPLUS AUCTION

Mileage – 124,365

Tires – Newer All Season M & S

Vehicle – good condition and runs good

Damage – windshield crack and missing trim piece on driver's side rear door handle





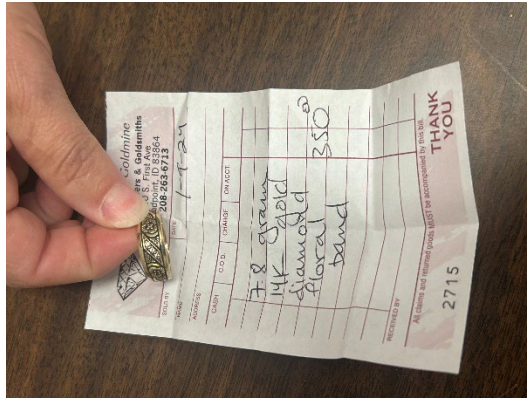


3. Bicycles – DONATION Unclaimed found property

Method of disposition is donation to Sandpoint Lions Club and Pend Oreille Pedalers- non profit organizations



4. Rings – SELL TO SHOPS (PAWN OR JEWELRY)
Unclaimed found property



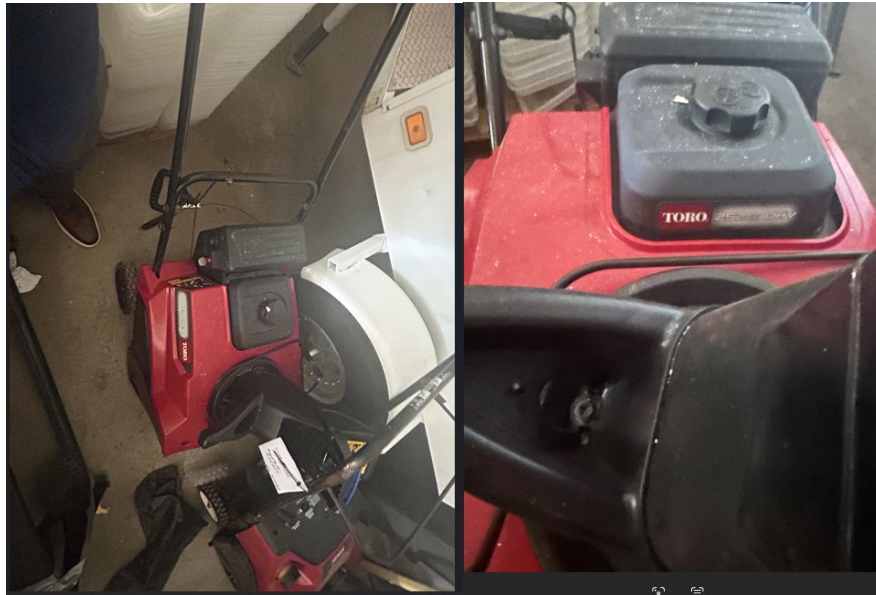
5. Dirt Bike – DISPOSAL
Unclaimed found property
Off brand – not listed – model unknown
Does not run



6. Echo PB-255LN Blower – PUBLIC SURPLUS AUCTION
Unclaimed found property
Unknown if runs



7. Toro 252cc Snowblower - PUBLIC SURPLUS AUCTION
Unclaimed found property



8. Toro CCR-2450 Snowblower – PUBLIC SURPLUS AUCTION
Unclaimed found property



9. Wind Surfboard – PUBLIC SURPLUS AUCTION
Unclaimed found property



10. Echo Weed Wacker – PUBLIC SURPLUS AUCTION
Unclaimed found property

PUBLIC WORKS

Utilities:

1. 1 foot Backhoe Bucket - PUBLIC SURPLUS AUCTION



2. 3 foot Backhoe Bucket - PUBLIC SURPLUS AUCTION



3. MH Trench Box – PUBLIC SURPLUS AUCTION – not used
8ft W x 9ft D x 8 ft H



4. Railroad Flat Deck Bridge - PUBLIC SURPLUS AUCTION

58'L x 9.6'W – Outside steel is 20"H. Heavy iron construction





5. Scrap Metal – RECYCLING

Scrap Cast Iron- Fire hydrants that were replaced due to damage, age and non-repairable. MH rings and lids that were replaced due to wear, age, and damage.

Water & Sewer

Scrap Aluminum- tubing from Vac truck, holes in pipe from Vac'ing dirt.

Water/Sewer/Streets

Scrap Iron- Steel piping, fiber reels, broken down benches, 55 gal drums, damaged plow snow gates, scrap metal from the welding room, etc.

Water

Scrap Brass/Copper- Meter bodies that were replaced from age and cracks from freezing. Meter yokes that were replaced due to damage and being non-dual checked.



6. Trench Box – 5ft W x 16ft D x 8ft H – not used - PUBLIC SURPLUS AUCTION



7. 1993 Chevrolet 3500 – VIN 1GBGC34K9PE188604 - PUBLIC SURPLUS AUCTION

Mileage: 90,078

5.7L Engine

Four speed manual transmission with overdrive

Vehicle runs





8. 2003 Chevrolet 2500HD – VIN: 1GBHC24U13E223016 - PUBLIC SURPLUS AUCTION

Mileage: 90,320

6.0L Engine

Five speed manual transmission

Vehicle runs

Tires good





9. 1993 Ford L9000 Dump Truck – VIN: 1FDYU90X4PVA35786 - PUBLIC SURPLUS AUCTION
Mileage: 112,574

12 Yard Dump
Needs tires
Runs
Hydraulic lift – air actuated dump gate



10. 2004 Sterling Vacuum Truck LT75800 – VIN: 2FZHATDC74AN53893 -PUBLIC SURPLUS AUCTION

Mileage: 22,983

Hours: 5,397

4 rear dually tires worn

Diesel

Allison Automatic Transmission

500 ft – $\frac{3}{4}$ hose



11. Pumps: RECYCLING



12. Myers Pump (Qty 3) - PUBLIC SURPLUS AUCTION

Model 4VX10M6-21 – 1 HP; 230 Volts; 60 HZ; 1 Phase; 1150 RPM

1 new and 2 used



13. Goulds Pump (Qty 2) – PUBLIC SURPLUS AUCTION

Model WS2012D4 – 2 HP; 230 Volts; 1 phase – Used



14. Industrial Metal Bandsaw – PUBLIC SURPLUS AUCTION





Streets:

15. Stainless steel 12 yd dump truck drop-in sander unit - PUBLIC SURPLUS AUCTION



16. 1989 International 6-yard dump truck w/12 ft wide plow – VIN 1HTSDDBN7LH241592 - PUBLIC SURPLUS AUCTION

Mileage: 116,653 – odometer broken for unknown length of time. This is mileage showing. Actual mileage is unknown.









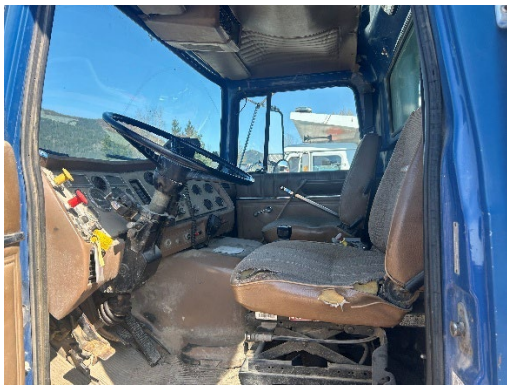
17. 1990 - Ford L-9000 w/ 6-yard dump – VIN 1FTYR90L4MVA00891 - PUBLIC SURPLUS AUCTION

Mileage: 174,346

Single Axle

Electrical problems; air leaks; and hydraulic leaks, runs







18. 1997 Ford F-350 w/plow – VIN 1FDKF38F2VEB44849 – PUBLIC SURPLUS AUCTION

Mileage:

Glow plug wires need repair; will not run in cold weather





19. 2024 Dodge Ram 2500 4 x 4 Truck Bed - PUBLIC SURPLUS AUCTION
Replaced truck bed with a utility body used for street maintenance and projects



20. Desk – 60"W x 30"D x 30"H - faux wood - PUBLIC SURPLUS AUCTION



21. Scrap Metal – RECYCLING







CITY OF SANDPOINT SURPLUS PERSONAL PROPERTY POLICY

PHILOSOPHY

The City of Sandpoint recognizes that the storage, maintenance, transportation and other costs associated with maintaining surplus personal property may exceed the inventory value or fair market value of such property. Personal property has a limited economic or useful life. Accordingly, sound fiscal responsibility and good management require the expeditious disposal of surplus personal property. Therefore, it is the policy of the City of Sandpoint for the disposal of surplus personal property to:

1. Efficiently dispose of surplus personal property;
2. Allow conveyance of surplus personal property to other government agencies;
3. Offer surplus personal property for sale to the public at large; and
4. Provide for maximum value received by the City of Sandpoint with attendant benefits to its citizens.

This policy governs disposal of all surplus personal property except as specifically exempt in statute from the State of Idaho.

The City Council may declare as surplus and dispose of any item of personal property pursuant to Idaho Code, Sections §50-301. For purposes of this policy, the City Council adopts the policy of the State of Idaho, described in Idaho Code §§74-401 and 74-501 et seq., declaring that all employees of an agency, including their spouses, dependents or any other person acting on the employee's behalf, are prohibited from acquiring surplus property from the City of Sandpoint. Employees may acquire surplus property from other state or local agencies, only if the property is acquired through a competitive bid process.

Trade-in items are not considered to be surplus personal property under this policy. Any item disposed of under the terms of a buy-back contract is not considered to be surplus personal property under this policy.

Any lost, stolen, or duplicate listed inventory shall be documented before removing the item(s) from the City of Sandpoint's inventory. Divisions of the City shall provide an explanation regarding the dates and circumstances of the lost, stolen or duplicate listed inventory and any efforts to find any missing item(s).

Surplus property with historical significance will be identified, and it is recommended that the Bonner County Historical Society be notified prior to disposal of such property.

When it is determined that any personal property is of no further use to the City, such property will be managed and disposed of according to the following guidelines. All proceeds from the sale of surplus property shall be deposited in a City account as determined by the Mayor, City Administrator, and/or City Finance Director.

A. Declaration as Surplus

1. Requirements of Declaration

The City Council shall declare, by resolution, all surplus personal property of no further use to the City.

2. Nominal Value Surplus Property Exempt

The City Council may also exempt surplus personal property of nominal value from declaration. Nominal value is a current value of less than what it would cost to dispose of the surplus item at an auction or refuse site.

B. Authorization to Dispose

All city-owned personal property for which inventory tracking is established shall be managed in accordance with the declaration and disposal methods, and the authorization granted by the City Council to dispose of such surplus property, as described herein.

C. Methods of Disposal

The City will optimize the benefit to its citizens and other government agencies while utilizing the most efficient mode of disposal described below.

1. Sale

a. Sell surplus property to a state, local, or federal public agency (city, county, school district, fire district, irrigation district, etc.) in Idaho, pursuant to Idaho Code §§67-2322 – 2325; or

b. Sell surplus property to the public at large to the highest bidder after advertisement of public sale for at least two (2) weeks in a newspaper of general circulation pursuant to Idaho Code Sections §60-106 and §60-109, giving the time, place and any sale conditions thereof, and after offering the surplus property for sale:

- i. At a regularly held public auction; or
- ii. At a City of Sandpoint conducted public auction; or
- iii. By receipt of written competitive bid in response to the aforementioned public advertisement; or
- iv. By electronic auctioning on the Internet.

2. Transfer

a. Transfer surplus property to a state, local or federal public agency (city, county, school district, fire district, irrigation district, etc.) in Idaho, pursuant to Idaho Code §§67-2322 – 2325; or

b. Transfer surplus property of nominal value without public advertisement or auction to a charitable organization that qualifies under Section 501(c)(3) and 501 (c)(19), of the Internal Revenue Code (See Appendix herein), when such transfer renders a benefit to the City and its citizens.

3. Recycle

If surplus property cannot be transferred or sold, the City shall recycle such surplus property whenever possible.

4. Discard

When the above disposal options are not feasible, the City shall discard such surplus property as required by law.

PROCEDURES

To assist in achieving this policy, City staff are asked to perform the following procedures.

Step One - Declare Surplus Property

A. Identify Property

Identify the personal property category (i.e. vehicle, equipment, etc.), provide property description, quantity, condition, estimated value and availability date for City Council declaration of surplus property. Once declared surplus property by City Council, the property will be disposed of as outlined in Section C, Methods of Disposal.

The City Council shall authorize and make declarations when preparing to dispose of surplus personal property.

B. Retain Records

The City shall retain records evidencing the dates and method of sale or disposal of its surplus property in accordance with this policy and its policy governing retention of public records.

Step Two Disposal Authorization

B. City Council Approval and Authorization

The City Council shall declare and approve and authorize the disposal of all surplus personal property.

C. Disposal and Retention of Records

Upon City Council approval, surplus personal property may be disposed of according to the provisions of this policy.

Drafted February 2020

Following Council member remarks, there was a motion to approve a bond election to be held on November 4, 2025, for Sandpoint voters to consider the proposition of the issuance of up to \$130,000,000 negotiable wastewater revenue bonds to finance the design, acquisition and construction of improvements to the City's wastewater system and facilities.

Motion made by Councilor Aispuro, Seconded by Councilor Ruehle.

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

The City Clerk read the title of the Ordinance as follows:

AN ORDINANCE CALLING A SPECIAL MUNICIPAL REVENUE BOND ELECTION TO BE HELD FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, THE PROPOSITION OF THE ISSUANCE OF UP TO \$130,000,000 NEGOTIABLE WASTEWATER REVENUE BONDS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, TO FINANCE THE DESIGN, ACQUISITION AND CONSTRUCTION OF IMPROVEMENTS TO THE WASTEWATER SYSTEM AND FACILITIES OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, PROVIDING FOR THE ISSUANCE AND PAYMENT OF SUCH BONDS AND DESIGN AND CONSTRUCTION OF SAID IMPROVEMENTS, AND PROVIDING FOR RESERVE FUNDING AND PAYMENT OF COSTS OF ISSUANCE OF THE BONDS.

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

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

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

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

Motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules.

Motion made by Councilor Ruehle, Seconded by Councilor Schreiber.

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

Mayor Grimm announced that the motion passed and that the Ordinance was considered read, passed and adopted under suspension of the rules and would be forwarded to the Bonner County Clerk for the question to be included on the ballot for the November 4th election.

With consensus from Council, Item #13 was taken up next, prior to item #12.

13. Presentation/Discussion: Potential Amendment to City Code 3-2-9, Open Container Law

Mr. Welker provided information on the potential for allowing alcohol at City Beach Park, at portions of Travers Park, including the James E. Russell Sports Center, and at the building the Lions Club leases from the City at Lakeview Park and, along with Mayor Grimm and Police Chief Corey Coon, fielded questions from the Councilors.

Council members weighed in with their thoughts on the prospect of alcohol being allowed at each of these locations, providing staff with guidance to bring a proposed ordinance for Council consideration at a future meeting.

12. Deliberation/Decision: Amendments to City Code Title 9, Chapters 1 and 5, Alleys and Off-street Parking Areas/Facilities

Mayor Grimm announced that a public hearing on these proposed code amendments was held and closed on August 6, 2025, with Council postponing deliberation to this meeting date, August 20.

Council revisited this item and deliberated, with Mr. Dean, Mayor Grimm, and Mr. Welker fielding questions, and Council President Ruehle suggesting a motion prior to any additional deliberation.

Councilor Dick made a motion to approve the amendments to City Code Title 9, Chapters 1 and 5, as presented, seconded by Councilor Duquette.

Following this motion, additional discussion ensued, with Councilor Schreiber making a motion to amend the motion to approve, to state that the amendments would be approved as presented, with the exception of the expansion of the parking-exempt zone. This motion to amend the main motion was seconded by Councilor Duquette.

Result of the vote on the motion to amend:

Voting Yea: Councilor Schreiber, Councilor Duquette

Voting Nay: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Howarth

The motion to amend failed with all but Councilors Schreiber and Duquette dissenting.

Result of the vote on the main motion to approve the amendments to City Code Title 9, Chapters 1 and 5, as presented:

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

Voting Nay: Councilor Schreiber

Motion passed, with Councilor Schreiber dissenting.

Mayor Grimm announced that an ordinance would be presented at Council's next regular meeting for official adoption in order to effect these changes in City Code.

New Business - none

Executive Session

14. 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 Aispuro.

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

15. Mayor Grimm asked those not attending the session to please exit the room, announcing that the meeting recording would end, and an executive session was held pursuant to Idaho Code § 74-206(1)(f), as described above.

Adjourn

Following conclusion of the executive session, the meeting was reconvened and then immediately adjourned at 9:22 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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 9, CHAPTER 1, DEFINITIONS, AND CHAPTER 5, OFF-STREET PARKING AND LOADING FACILITIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS: The City's parking code has been amended from time to time, with the last holistic evaluation and amendments occurring in 2005 and in 2018.

WHEREAS: This proposed ordinance stems from an effort beginning in 2022 for the evaluation of parking demands to arrive at policy and regulations that will maximize parking efficiency in downtown Sandpoint, as well as efforts and strategies to support vibrancy and activity downtown. The outcome of these efforts are the recently adopted Downtown Parking Management Plan and a proposed ordinance amending sections of the City's zoning code to implement policy contained in the Plan.

WHEREAS: The principal objective of this code amendment is implementation of a change in requirements for off-street parking facilities for residential land uses downtown and creation of an in-lieu payment for such requirements as a means to balance parking capacity with future public parking investments. Accompanying this requirement is an expansion of the parking exempt zone to capture additional lands zoned Commercial A to further incentivize property investment consistent with the vision and goals of the Sandpoint Comprehensive Plan.

WHEREAS: In addition, staff's efforts resulted in a holistic review of the Code, resulting in the additional goals of adding clarity to existing regulations, with several proposed minor amendments throughout the ordinance clarifying, for example, requirements for hard surfacing, adequate sight-distance measurements, and use of wheel blocks. The proposed ordinance also amends, for clarity, the definitions in the zoning code for streets, alleys and parking areas. Overall, these amendments are a continuation of recent efforts to deregulate parking in the downtown area and throughout the City.

WHEREAS: The Sandpoint Planning and Zoning Commission reviewed the proposed code amendments during their meeting on May 6, 2025, and held public hearings on June 17 and July 15, 2025, at which time they voted to make some changes to the proposal and ultimately unanimously recommended adoption by City Council.

WHEREAS: The Sandpoint City Council held a public hearing regarding the proposed amendments on August 6, 2025, and deliberated on August 20, 2025, ultimately approving the code amendments as presented.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint that:

ORDINANCE SECTION 1 – AMENDMENTS TO CITY CODE 9-1-3:

ORDINANCE NO. _____

Specific definitions listed under Sandpoint City Code 9-1-3 are hereby amended as follows:

ALLEY: ~~A street or way~~ public passageway for vehicles shown on the official plat of the city or its additions and designated thereon as an alley.

PARKING AREA/FACILITY, PRIVATE: ~~An open area for the parking of privately owned automobiles and not for public use~~ Any privately owned off-street area, lot, structure, or portion thereof, that is designated and used for the temporary storage and maneuvering of motor vehicles. This includes surface parking lots, parking garages or structures, and all internal driveways, drive aisles or circulation areas necessary for vehicle ingress, egress, and movement within the facility. A private parking facility does not include public rights-of-way, on-street parking spaces, or areas designated exclusively for the loading or unloading of trucks or delivery vehicles.

PARKING AREA/FACILITY, PUBLIC: An open area, other than street, used for the temporary parking of more than four (4) automobiles and available for public use whether free, for compensation or as an accommodation for clients or customers.

STREET: The entire width between the right-of-way lines of every way for vehicular and pedestrian traffic and includes the terms "road", "highway", "lane", "place", "avenue", ~~and "alley"~~, and other similar designations.

ORDINANCE SECTION 2 – AMENDMENTS TO CITY CODE TITLE 9, CHAPTER 5

Sandpoint City Code Title 9, Chapter 5, Off-Street Parking and Loading Facilities, is hereby amended as follows, as noted by underline and strikeout in the applicable sections:

9-5-1: - General Provisions:

- A. Off-Street Parking and Loading Spaces Provided: No building or structure shall be erected, substantially altered (requiring a building permit), or its use changed unless permanently maintained off-street parking and loading spaces have been provided in accordance with the provisions of this chapter.
- B. Additional Parking After Enlargement ~~or Change~~ up to 50% in Floor Area: Whenever a building or structure ~~existing prior to the effective date of this chapter changes use or~~ is enlarged up to fifty percent (50%) in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of ~~existing~~ parking and loading spaces, ~~additional parking and loading spaces must~~ shall be provided on the basis of the enlargement or change.
- C. ~~Buildings Enlarged Meet Requirements:~~ Whenever a building or structure existing prior to the effective date of this chapter is enlarged to the extent of fifty percent (50%) or more in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with

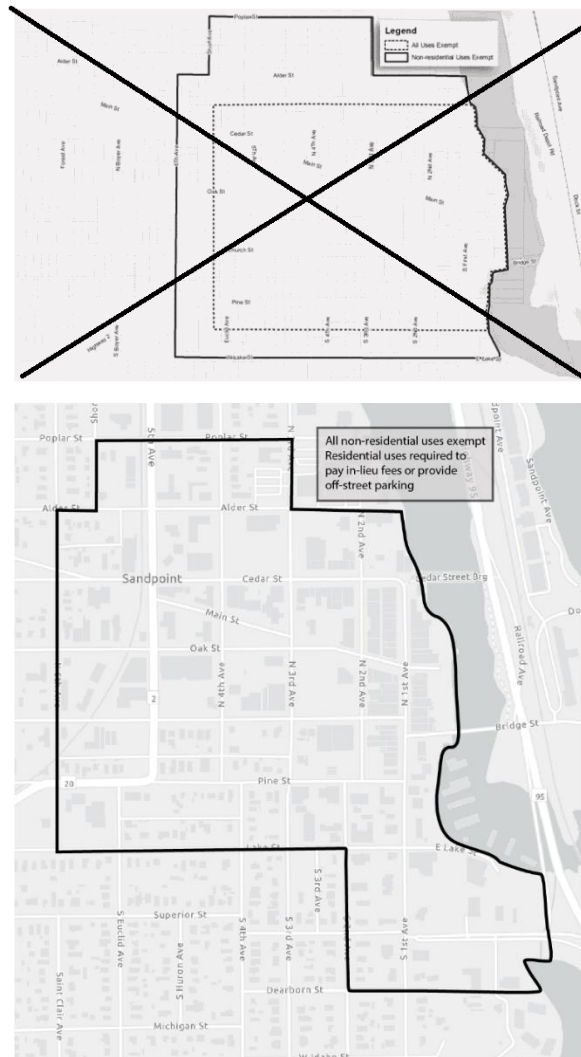
ORDINANCE NO. _____

~~the full parking requirements set forth herein~~Additional Parking After Enlargement greater than 50% in Floor Area: Whenever a building or structure is enlarged greater than 50% in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create the need for an increase in the number of parking and loading spaces, such additional spaces must be provided on the basis of the enlargement or change and shall be developed in accordance with the screening and landscaping provisions of this chapter.

- D. ~~Buildings With Other Changes Meet Requirements: Whenever a building or structure constructed after the effective date of this chapter changes use or is enlarged in floor area, number of employees, number of dwelling units, seating capacity, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein~~Additional Parking After Change in Use or Occupancy: Whenever a building or structure has a change in use or occupancy that would increase the number of spaces being required, such additional spaces shall be provided on the basis of the change.
- E. Parking Demand Analysis: Minimum or maximum parking space requirements may be reduced or expanded by the relevant permit approval authority, either the planning director, planning and zoning commission, or city council upon completion of a ~~P~~parking ~~D~~demand ~~A~~analysis demonstrating the actual demands of the project are less than the minimum or more than the maximum requirements of this code. A ~~P~~parking ~~D~~demand ~~A~~analysis must be prepared by a registered professional traffic engineer licensed in the State of Idaho and must include analysis of multi-modal transportation and proximity to transit.
- F. Exemptions: ~~Buildings~~Non-residential development within the boundaries depicted on the map in subsection G below is exempt from the parking minimum and location requirements of this chapter. Residential development within the boundary as shown in subsection G below is exempt from the parking minimum and location requirements of this chapter, provided in-lieu payments are made pursuant to City Code 9-5-18, In Lieu Parking Fees~~of First Avenue, Cedar Street, Fifth Avenue and Pine Street plus one-half (½) block extending outward are exempt from the parking minimum requirements of this chapter.~~
- G. ~~Exempted Non-Residential Use Boundaries: Non-residential uses within the following boundaries are exempt from the parking minimum requirements of this chapter: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning.~~

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~~HG.~~ Map of Exempted Areas: Map of exempted minimum parking space requirements per subsections F and G of this section:



H. For the purposes of this chapter, an alley is not a public street.

~~I. Construction and Repaving: Construction and the repaving of parking lots must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code.~~

(This ordinance does not amend any portion of City Code 9-5-2; therefore, this section is excluded from this ordinance and should remain intact as currently codified.)

9-5-3: Shared Parking Reduction:

A. Shared Parking or Parking Facilities Approval: Subject to compliance with other applicable requirements of eCity eCodes, relevant permit approval authority, either the planning director, planning and zoning commission, or city council, may approve shared development or use of parking facilities for two (2) or more uses if:

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1. A convenient pedestrian connection between the properties or uses exists; and
 2. The properties are within one thousand feet (1,000') of each other.
- B. **Parking Requirements; Hours:** Where the uses to be served by shared parking do not overlap their hours of operation, the property owner or owners must provide parking stalls equal to the greater of the applicable individual parking requirements. Where a use change occurs within the development causing an overlapping of use hours, parking requirements must be reassessed. For the purposes of this provision, residential parking use hours shall be from five o'clock (5:00) p.m. to sixty thirty-o'clock (6:30) a.m. daily.
- C. **Parking ~~Stall~~Space Reduction:** Where the uses to be served by shared parking have overlapping hours of operation, the relevant permit approval authority, either the planning director, planning and zoning commission, or city council, may approve a reduction of the total required parking ~~stalls~~spaces if the reduction is supported by a parking demand analysis performed by a registered professional traffic engineer licensed in the State of Idaho.
- D. **Documentation Required:** Prior to establishing shared parking or any use to be served thereby, the property owner or owners must file with the ~~County Recorder's Office~~ or its successor agency, a written agreement approved by the planning director providing for the shared parking use. A copy of the written agreement must be retained by the planning director in the project file. The agreement must be recorded on the title records of each affected property.

9-5-4: Access and Maneuvering Area:

- A. Any parking area must be designed in such a manner that any vehicle entering or leaving the parking area from or onto a public or private street must be traveling in a forward motion. ~~Residential uses with a density of less than ten (10) units per acre are exempt from this requirement.~~ Development of six or fewer units on a site, including single-family, duplexes, multi-family dwellings, and accessory dwelling units, are exempt from this requirement.
- B. ~~Access of driveways for parking areas or loading spaces must be located in such a way that any vehicle entering or leaving such lot must be clearly visible for a reasonable distance to any pedestrian or motorist approaching the access or driveway from a public or private street.~~ Driveways shall be located so that any obstructions do not prevent adequate sight distance between a vehicle stopped at the edge of the right of way and any approaching vehicle or pedestrian on the adjacent street. The required sight triangle shall be determined using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book), published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the city engineer or public works director.
- C. All maneuvering areas, ramps, access drives, etc., must be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area.

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9-5-5: Minimum Distance and Setbacks:

- A. ~~No portion of any parking facility, except driveways and approaches, shall be located within five feet (5') of the front or side property lines. Commercial and industrial uses are exempt from this requirement.~~
- B. ~~No portion of any parking facility shall obstruct the visibility, for a reasonable distance, of motorists using any public or private street. No portion of any parking facility shall obstruct the sight triangle of an adjacent street or driveway access, as determined by an analysis using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book) published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the city engineer or public works director.~~

9-5-6: Surfacing:

- A. Hard surfacing of all parking facilities shall be required. All hard surfacing must comply with all other applicable provisions of eCity eCodes, including the Stormwater Management Code.
1. ~~All hard surfacing must be completed before a certificate of occupancy is issued. In the event that hard surfacing cannot be timely completed due to inclement weather, the city may issue a temporary certificate of occupancy if an agreement secured by a bond or other security acceptable to the city in an amount of one hundred fifty percent (150%) of the costs of the hard surfacing is provided to the city. In the event a cash security is provided, no interest shall accrue to the party providing the cash. All agreements must include such terms as may be reasonable in the circumstances including a requirement that the paving be completed within six (6) months of the agreement and if not that the city in the city's sole discretion use the security to complete the hard surfacing.~~
- B. ~~Driveways and approaches to a parking facility abutting a street improved with curbs and gutters must be paved with hard surfacing to their full width for a minimum of twenty feet (20') in depth from the street right-of-way, or where there is a lesser setback, the hard surfacing must be from the street to the parking facility. Hard surfacing, for the purposes of this chapter, shall be defined as asphalt pavement, concrete pavement, or as otherwise determined by the city engineer or public works director.~~
- C. ~~Any building lot in a Commercial Zone used in whole or in part as a parking facility and which abuts a city street with curbs and gutters must be improved with sidewalks in accordance with city specifications. All hard surfacing must be completed before a certificate of occupancy is issued. In the event that hard surfacing cannot be timely completed due to inclement weather, the city may issue a temporary certificate of occupancy if an agreement secured by a bond or other security acceptable to the city in an amount of one hundred fifty percent (150%) of the costs of the hard surfacing is provided to the city. In the event a cash security is provided, no interest shall accrue to the party providing the cash. All agreements must include such terms as may be reasonable under the circumstances, including a requirement that the paving be~~

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completed within six (6) months of the agreement and, if not, that the city, in the city's sole discretion, use the security to complete the hard surfacing.

- D. Driveways and parking facilities abutting a public right of way shall include hard surfacing from the edge of right of way to the parking facility. Driveway approaches within the public right of way shall be constructed pursuant to City Code 7-3-9, New Construction of Curbs, Gutters and Drainage Appurtenances, and city standard details.
- E. If a parking facility is accessed from a public alley, a minimum of 12 feet in width of the alley shall be constructed with hard surfacing for the entire length of the alley between the adjacent public streets at either end of the alley. The driveway approaches accessing either end of the alley on the adjacent public streets shall be constructed pursuant to City Code 7-3-9, New Construction of Curbs, Gutters and Drainage Appurtenances, and city standard details. Hard surfacing of alleys shall be included, as needed, in an approved stormwater management plan that meets the requirements of City Code Title 11, Chapter 3, Stormwater Management Ordinance, as determined by the public works director.
- DE. Exceptions to hard surfacing requirement of parking spaces/facilities:
1. Within the Industrial General (IG) Zone, the hard-surfacing requirement may be waived, with certain conditions, by the city engineer the exception that, for the first 25 feet on private property from the right-of-way, the width of the driveway shall be hard surfaced.
 2. A ~~D~~detached single-family homes, with or without an ADU, or a duplexes, with or without an ADU, accessory dwelling units and any residential parking area within a Residential Zone that is not accessed from a street or is accessed from an alley shall be exempted from the hard-surfacing requirement. Any residential development of greater intensity shall be required to adhere to the hard surfacing requirements.
- G. Construction and the repaving of parking facilities must be in accordance with the Stormwater Management Ordinance, Title 11, Chapter 3, of this code.

9-5-7: Maintenance:

- A. The owner of property used for parking and/or loading shall maintain the facility in accordance with good practice without holes and free of all snow, dust, trash and other debris.
- B. Failure to keep the parking ~~lot~~facility surfaces reasonably clean of snow and debris, failure to keep storm catch basins properly clean and functioning, and failure to remove and replace dead plant material or to remove noxious weeds shall be specifically included in the term "failure to maintain the facility in accordance with good practice" and shall be deemed a violation of this title and therefore subject to the penalties as established.

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- C. The city shall not be responsible for maintenance, repair, upkeep, or reconstruction of any parking facility located on private property or any hard surfacing of alleys required by City Code 9-5-6, Surfacing.

9-5-8: Lighting:

- A. Any parking area which is intended to be used during non-daylight hours shall be properly illuminated ~~to avoid accidents~~ in accordance with the regulations set forth below and in the Outdoor Lighting provisions of Title 8, City Code. ~~Residential uses are exempt from this requirement.~~
- B. Any lights used to illuminate a parking lot must be so arranged as to reflect the light away from the adjoining property.
- C. Parking lot area lighting must be designed to provide the minimum lighting necessary to ensure adequate vision ~~and comfort~~ in parking areas while avoiding glare and direct illumination of adjacent properties or streets. All parking lot area lighting requirements must also apply to interior drives and other areas on the property used by vehicles.
1. Lighting Fixtures: All lighting fixtures providing illumination for parking lots must direct light downward (in keeping with Illuminating Engineering Society of North America, IESNA, standards).
 2. Maximum Mounting Height: The maximum mounting height for all parking lot illuminating light fixtures shall be twenty feet (20').
 3. Timers Required: Lighting must be on a timer or utilize photocells which turns off all unnecessary lights when the lot is not in use to reduce glare in the surrounding neighborhoods and to save energy.

9-5-9: Wheel Blocks:

- A. Whenever a parking lot space extends to a property line, wheel blocks or other suitable devices must be installed to prevent any part of a parked vehicle from extending beyond the property line, assuming a 24-inch vehicle overhang from the vehicle-side face of the wheel block.
- B. ~~Where parking stalls abut sidewalks or walkways that leave less than a four foot (4') wide pedestrian travel zone due to vehicle overhang, wheel blocks or other suitable devices may be required by the city in order to maintain accessibility. Wider sidewalks or pathways, however, shall be preferred~~ Where parking spaces abut sidewalks or walkways, wheel blocks shall be provided to prevent vehicle overhang on the sidewalk or walkway. Wheel blocks shall be placed so that the distance between vehicle-side face of the wheel block and the opposite side of the sidewalk or walkway is at least seven (7) feet.
- C. Whenever wheel blocks are used, the parking space depth, as specified under Design and Dimensional Standards, section 5 of this chapter, shall be measured from the vehicle-side face of the wheel block.

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- D. Whenever any obstruction greater than eight (8) inches in height, including walls or fences, is located directly adjacent to a parking space, wheel blocks shall be provided at least two (2) feet from the obstruction, and the "stall depth from curb edge", as shown under column D in the chart provided in section 5 of this chapter, shall be measured from the vehicle-side face of the wheel block.

(This ordinance does not amend any portion of City Code 9-5-10; therefore, this section is excluded from this ordinance and should remain intact as currently codified.)

9-5-11: Striping:

~~All parking areas with a capacity over ten (10) vehicles must be striped with double lines, two inches (2") in width and six inches (6") both sides of center between stalls, to facilitate the movement into and out of the parking.~~ All parking areas shall be striped with minimum four inches (4") wide white striping, meeting the dimensional standards of City Code 9-5-14, Design and Dimensional Standards.

9-5-12: Screening and/or Landscaping:

- A. ~~Parking Lot~~Area Minimum Landscaping: A minimum of ten percent (10%) of gross paved ~~parking~~ areas used for parking lots within the City of Sandpoint must be landscaped. ~~Slopes and other areas between a parking area and sidewalks, street rights of way or property lines must be landscaped with a minimum five foot (5') buffer containing grass, hardy shrubs, trees or evergreen ground cover and must be maintained in a consistent condition acceptable to the city. A minimum of fifty percent (50%) of the required buffer yard must be made up of hardy shrubs, fifty percent (50%) of which shall be evergreen and shall reach a height of four feet (4') within five (5) years. The five foot (5') buffer may be reduced when at least five feet (5') of landscaped area exists between the sidewalk and curb. Dead landscaping must be replaced. It shall be a violation of this chapter if an owner fails to replace dead landscaping with the same or other landscaping approved by the city within one month of notification by the city or as is seasonably acceptable.~~
- B. ~~Proximity Standards:~~ Whenever a parking area providing more than ten (10) vehicle spaces is located in or adjacent to a Residential District, dwelling unit, school, hospital, church or other institution for human care, it must be effectively screened on all sides abutting any such property by a five foot (5') buffer area with an acceptably designed wall, fence or planting screen. Alternatively, the buffer area may be reduced to three feet (3') if a decorative screen fence is erected with evergreen shrubs of at least two (2) gallon size planted at the base. Such fence, wall or planting screen must not be less than four feet (4') nor more than six feet (6') in height and maintained in good condition. The space between such fence, wall or planting screen, and the lot line of the adjoining premises in any Residential District must be landscaped with grass, hardy shrubs, or evergreen ground cover and maintained in good condition. In the event that terrain or other natural features are such that the erection of such fence, walls or planting screen will not serve the intended purpose, the planning director may waive specifically this requirement. Slopes and other areas between a parking area and sidewalks, street

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rights-of-way or property lines must be landscaped with a minimum five foot (5') buffer containing grass, hardy shrubs, trees or evergreen ground cover and must be maintained in a consistent condition acceptable to the city. A minimum of fifty percent (50%) of the required buffer yard must be made up of hardy shrubs, fifty percent (50%) of which shall be evergreen and shall reach a height of four feet (4') within five (5) years. The five foot (5') buffer may be reduced when at least five feet (5') of landscaped area exists between the sidewalk and curb. Dead landscaping must be replaced. It shall be a violation of this chapter if an owner fails to replace dead landscaping with the same or other landscaping approved by the city within one month of notification by the city or as is seasonably acceptable.

- C. ~~Parking Facilities Abutting Street Right-of-Way: Parking facilities which abut a street right-of-way must provide one street tree for every twenty-five feet (25') of property abutting such right-of-way. Should the planting of such a street tree be physically unfeasible, the Public Works and/or planning department may require suitable landscaping abutting the street right-of-way.~~Proximity Standards: Whenever a parking area providing more than ten (10) vehicle spaces is located in or adjacent to a residential district, dwelling unit, school, hospital, church or other institution for human care, it must be effectively screened on all sides abutting any such property by a five foot (5') buffer area with an acceptably designed wall, fence or planting screen. Alternatively, the buffer area may be reduced to three feet (3') if a decorative screen fence is erected with evergreen shrubs of at least two (2) gallon size planted at the base. Such fence, wall or planting screen must not be less than four feet (4') nor more than six feet (6') in height and maintained in good condition. The space between such fence, wall or planting screen, and the lot line of the adjoining premises in any residential district must be landscaped with grass, hardy shrubs, or evergreen ground cover and maintained in good condition. In the event that terrain or other natural features are such that the erection of such fence, walls or planting screen will not serve the intended purpose, the planning director may waive specifically this requirement.
- D. ~~Material and Planting Requirements: Parking lot landscaping must consist of, but not be limited to, a mix of deciduous trees, evergreen shrubs, and ground cover. Tree species must be of the types listed on the "City of Sandpoint approved street tree list" (as adopted by resolution), or approved by the Urban Forester. All trees must be planted with a minimum 1.5-inch caliper. All interior planting beds must have a minimum dimension of six feet (6') at the narrowest point with a soil depth appropriate for the trees selected.~~Parking Facilities Abutting Street Right-of-Way: Parking facilities which abut a street right-of-way must provide one street tree for every twenty-five feet (25') of property abutting such right-of-way. Should the planting of such a street tree be physically unfeasible, the public works director may require suitable landscaping abutting the street right-of-way.
- E. ~~Parking Lots Between Twenty To Thirty Spaces: One tree for every ten (10) parking spaces or the larger fraction thereof must be provided.~~Material and Planting Requirements: Parking area landscaping must consist of, but not be limited to, a mix

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of deciduous trees, evergreen shrubs, and ground cover. Tree species must be of the types listed on the "City of Sandpoint approved street tree list" (as adopted by resolution), or approved by the urban forester. All trees must be planted with a minimum 1.5-inch caliper. All interior planting beds must have a minimum dimension of six feet (6') at the narrowest point with a soil depth appropriate for the trees selected.

- F. Parking Area Between Twenty (20) and Thirty (30) Spaces: One tree for every ten (10) parking spaces or the larger fraction thereof must be provided.Parking Lots Exceeding Thirty Spaces: The following additional regulations apply:
1. Parking areas must include a minimum fifteen foot (15') landscaped buffer from Residential Zones, and be divided into smaller areas interconnected by landscaped aisles to reduce vehicle speed and protect pedestrians. No parking space shall be more than sixty feet (60') from a landscaped area, and there must be at least one tree for each three hundred (300) square feet of required landscape area.
 2. Required shade trees must be of such species and canopy to provide a minimum of thirty percent (30%) canopy cover of the parking area at maturity. Eligible tree canopy must be directly over parking lot.
 3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.
- G. Parking Lot Directional Signs: Parking lots not visible from streets must have clearly visible directional signs approved during the site plan review process.Parking Areas Exceeding Thirty (30) Spaces: The following additional regulations apply:
1. Parking areas must include a minimum fifteen foot (15') landscaped buffer from residential zones and be divided into smaller areas interconnected by landscaped aisles to reduce vehicle speed and protect pedestrians. No parking space shall be more than sixty feet (60') from a landscaped area, and there must be at least one tree for each three hundred (300) square feet of required landscape area.
 2. Required shade trees must be of such species and canopy to provide a minimum of thirty percent (30%) canopy cover of the parking area at maturity. Eligible tree canopy must be directly over parking area.
 3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.
- H. Screening Equipment; Noise: Mechanical equipment, utility facilities, and garbage containers must be screened in such a manner so as not to be visible from abutting residential property owners. A fence may be used to provide this screening. Mechanical equipment creating noise must be placed as far from residential uses as practical and in keeping with access and maintenance requirements, and must have noise buffering if placed in the vicinity of residential uses.Parking Area Directional

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Signs: Parking area not visible from streets must have clearly visible directional signs approved during the site plan review process.

- I. ~~Snow Storage: Areas for snow storage must be designated in site plans and provided for in development or redevelopment of property.~~ Screening Equipment; Noise: Mechanical equipment, utility facilities, and garbage containers must be screened in such a manner so as not to be visible from abutting residential property owners. A fence may be used to provide this screening. Mechanical equipment creating noise must be placed as far from residential uses as practical and in keeping with access and maintenance requirements, and must have noise buffering if placed in the vicinity of residential uses.
- J. ~~Pedestrian Access: Parking lots must be designed so that pedestrian and automobile patrons have a clearly marked path from each business entrance to the nearest sidewalk to each adjacent street. This must be accomplished utilizing decorative pavers or sidewalk type walkways. The planning commission may waive this requirement for lots smaller than thirty (30) spaces when it creates undue hardship.~~ Snow Storage: Areas for snow storage must be designated in site plans and provided for in development or redevelopment of property.
- K. Pedestrian Access: Parking areas must be designed so that pedestrian and automobile patrons have a clearly marked path from each business entrance to the nearest sidewalk to each adjacent street. This pedestrian path shall meet the requirements for an accessible route as described in the latest edition of the ADA Standards for Accessible Design of the Americans with Disabilities Act. ~~Exemptions:~~
 - 1. ~~Single Family Residential: Single-family residential off-street parking areas are exempt from this subsection.~~
 - 2. ~~Auto and Vehicle Dealers: Auto and vehicle dealers are exempt from providing landscaping within the interior of the sales and display area.~~
 - 3. ~~Landscaping Requirement Modifications: Landscaping requirements may be modified by the planning director for a specific site when soil or slope limitations make strict adherence impractical, when safety considerations are involved, especially in the clear vision triangle.~~
 - 4. ~~Industrial General Zone: Parking areas within the Industrial General Zone shall only be required to adhere to the requirements of subsection A, "Parking Lot Minimum Landscaping", of this section.~~
 - 5. ~~Existing Parking Lots: Expansions of existing parking lots shall not be exempt.~~
- L. Exemptions:
 - 1. Single-Family Residential: Single-family and duplex residential off-street parking areas are exempt from this subsection.
 - 2. Auto and Vehicle Dealers: Auto and vehicle dealers are exempt from providing landscaping within the interior of the sales and display area.

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3. Landscaping Requirement Modifications: Landscaping requirements may be modified by the planning director for a specific site when soil or slope limitations make strict adherence impractical, when safety considerations are involved, especially in the clear vision triangle.
4. Industrial General Zone: Parking areas within the Industrial General Zone shall only be required to adhere to the requirements of subsection A of this section, "Parking Area Minimum Landscaping".
5. Existing Parking Areas: Expansions of existing parking areas shall not be exempt.

(This ordinance does not amend any portion of City Code 9-5-13; therefore, this section is excluded from this ordinance and should remain intact as currently codified.)

9-5-14: Design and Dimensional Standards:

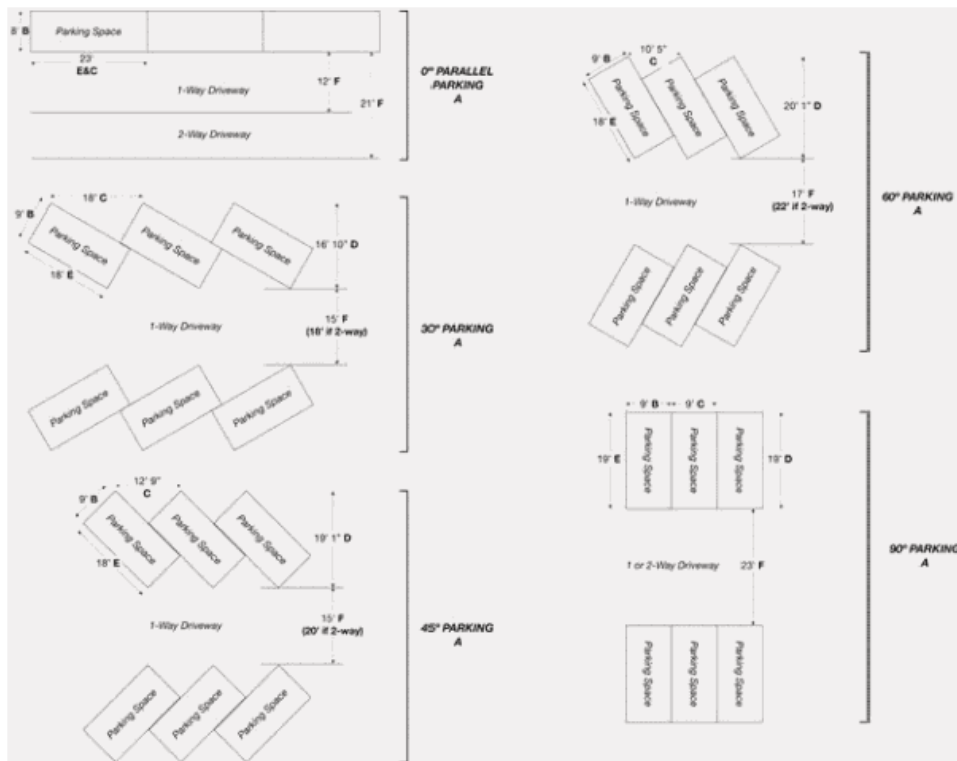
- A. ~~City Standards Mandatory:~~ All parking facilities must be designed to city standards. Plans for parking facilities are required prior to construction and shall indicate ingress, egress, grade, drainage facilities, location of all plantings, base and surface materials.
- B. ~~Bicycle Spaces:~~ All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of four (4) bicycle spaces for every twenty (20) parking spaces included in the facility, for the temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty-six inches (36") or greater. The minimum distance between end to end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit.
- CB. Minimum Standards: Letters in the following chart are referenced in subsection DC of this section, Diagram, Parking Space Minimum Design and Dimensions (For Standard Vehicles). Off-street parking spaces must be provided in accordance with the following minimum standards:

Parking Angle A	Parking Space Width B	Curb Length Per Stall C	Stall Depth From Curb Edge D	Parking Space Depth E	1-Way Driveway Width F	2-Way Driveway Width F
For standard vehicles:						
0°	8 feet	23 feet	8 feet	23 feet	12 feet	21 feet
30°	9 feet	18 feet	16 feet, 10 inches	18 feet	15 feet	18 feet
45°	9 feet	12 feet, 9 inches	19 feet, 1 inch	18 feet	15 feet	20 feet
60°	9 feet	10 feet, 5 inches	20 feet, 1 inch	18 feet	17 feet	22 feet
90°	9 feet	9 feet	19 feet	19 feet	23 feet	23 feet

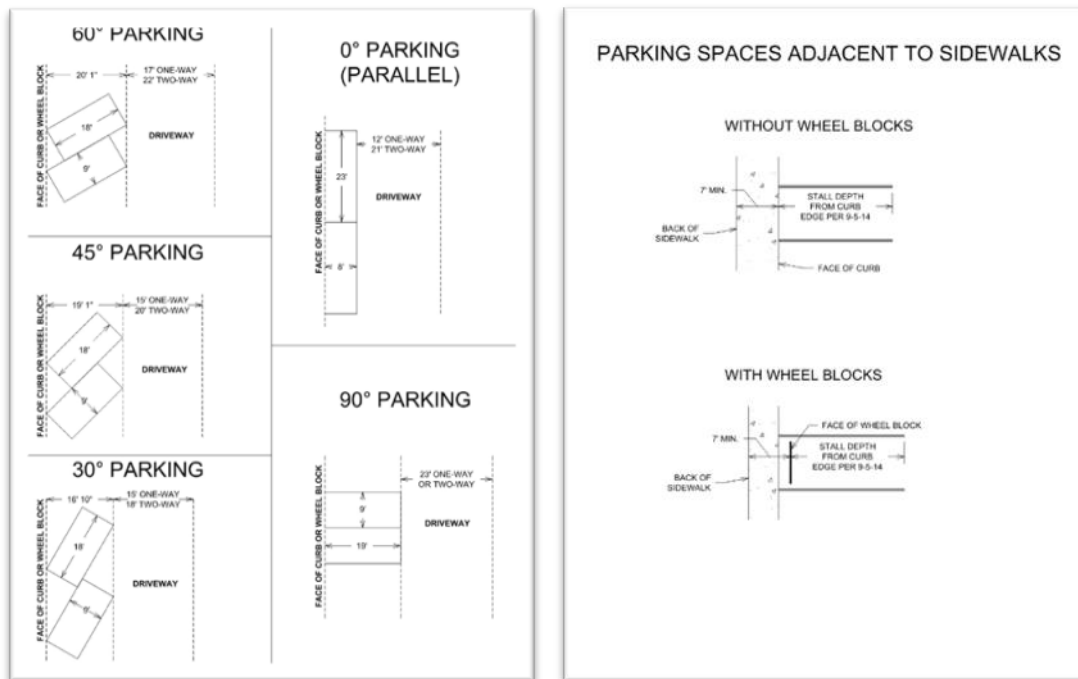
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For compact vehicles:						
0°	7 feet, 6 inches	18 feet	7 feet, 6 inches	18 feet	12 feet	21 feet
30°	7 feet, 6 inches	15 feet	14 feet	15 feet	15 feet	18 feet
45°	7 feet, 6 inches	10 feet, 7 inches	15 feet, 11 inches	15 feet	15 feet	20 feet
60°	7 feet, 6 inches	8 feet, 8 inches	16 feet, 9 inches	15 feet	15 feet	22 feet
90°	7 feet, 6 inches	7 feet, 6 inches	15 feet	15 feet	23 feet	23 feet

D.C. Diagram, Parking Space Minimum Design and Dimensions (For Standard Vehicles):



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**ED. Additional Standards for Compact Car Parking:**

1. If the total number of required parking spaces is less than ten (10), no compact car spaces shall be provided.
2. If the total number of required parking spaces equals ten (10), then one parking space may be for compact cars. For each four (4) spaces in excess of ten (10), one space for compact cars may be provided.
3. Each compact car parking space shall be marked for such use.

9-5-15: Minimum and Maximum Surface Parking Space Requirements:**A: Table 1: Required Parking by Land Use**

Type of Use	Parking Spaces Required
A.	Residential outside of Exempt Area: Values shall be held as the minimum:
Accessory dwelling units	1 for each unit
Apartments, duplexes, townhouses or multi-family dwellings over 1,200 square feet of living space per unit	1.4 for each unit
Apartments, duplexes, townhouses or multi-family dwellings equal to or under 1,200 square feet of living space per unit	1 for each unit
Boarding, lodging, or rooming house	1 for each sleeping room
Cottage developments in accordance with chapter 4 of this title	1 for each unit
Detached single-family homes with more than 3 bedrooms	2 for each unit

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	Detached single-family homes with 3 bedrooms or less	1 for each unit
	Group homes	2 for each unit
<u>B.</u>	<u>Residential within Exempt Area</u>	
	<u>Any residential land use</u>	<u>1 for every 1000 sf, not to exceed 1.5 for each unit</u>
<u>BC.</u>	Commercial: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements.	
	Banks, financial institutions and similar uses	1 for every 500 square feet of floor area
	Bowling alleys	2 for each alley
	Dance floors, skating rinks	1 for every 500 square feet of floor area
	Dining rooms, restaurants, taverns, nightclubs, etc.	1 for every 300 square feet of floor area
	Funeral parlors, mortuaries	1 for every 100 square feet of floor area open to the public
	Hostels	1 for every 4 beds
	Hotels, motels	1 space for each room or unit; plus, as required for accessory uses, such as restaurants, meeting halls, etc.
	Medical or dental clinics	1 for every 500 square feet of floor area of examination, treatment, office, and waiting rooms
	Offices, public or professional administration and services	1 for every 500 square feet of floor area
	Retail sales and services of large items, such as appliances, furniture and equipment	1 for every 800 square feet of floor area
	Retail stores	1 for every 350 square feet of floor area
	Service stations providing repair, public garages	1 for each 2 gasoline pumps and 2 for each service bay
	All other types of business or commercial uses permitted in any Commercial Zone	1 for each 350 square feet of floor area
<u>CD.</u>	Entertainment and Recreation: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements:	
	Auditoriums, sport arenas, theaters and similar uses	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Fitness centers	1 for every 400 square feet of floor area
	Private clubs or lodges	1 for every 350 square feet of floor area
	Swimming pools, public or community clubs	1 for each 5 persons' capacity plus 1 for each 4 seats or 1 for each 30 square feet of floor area used for seating purposes, whichever is greater
<u>DE.</u>	Institutional: Values shall be held as the minimum:	
	Churches and other places of religious assembly	1 for each 5 seats; 20 inches of bench shall be considered 1 seat
	Hospitals	1 for each bed
	Libraries, museums, art galleries	1 for each 500 square feet of floor area
	Sanatoriums, homes for the aged, nursing homes, children's homes and similar uses	1 for each 2 beds
<u>EF.</u>	Schools (Public, Private Or Parochial): Values shall be held as the minimum:	
	Business, technical and trade schools	1 for each 2 students

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	Colleges, universities	1 for each 4 students
	Elementary, high schools	1 for every teacher and employee, 1 for every 4 students normally enrolled that are over the legal driving age, and 1 for every 4 seats in auditoriums, gymnasiums or stadiums. Parking spaces provided for the school may be considered as parking for the public assembly areas
	Kindergartens, daycares, childcare centers, nursery schools and similar uses	Where the number of children plus employees is less than 13, 2 off-street parking spaces shall be provided. Where the number of children is equal to or greater than 13, 1 off-street parking space for each 5 children or a fraction thereof shall be provided
FG.	Industrial: Values shall be held as minimum:	
	All types of manufacturing, storage, wholesale and freight uses permitted in any Industrial District	1 for each 1,000 square feet of floor area

Parking spaces for other permitted or conditional uses not listed in this section shall be determined by the planning director.

B. Bicycle Spaces: All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of one (1) bicycle space for every five (5) parking spaces included in the facility for the temporary storage of bicycles. Space for bicycle storage shall be designed in accordance with the bicycle parking standards adopted by city council resolution.

9-5-16: Parking Credits:

- A. Bicycle Parking: For every six (6) nonrequired bicycle parking spaces created within any Commercial or Industrial Zone which adhere to the standards set forth in section 9-5-14, "Design and Dimensional Standards", of this chapter, motor vehicle parking space requirements may be reduced by one space; up to a maximum of two (2) off-street parking spaces.
- B. Motorcycle Parking: For every two (2) motorcycle parking spaces provided for any multifamily, commercial or industrial project, the number of standard vehicle spaces may be reduced by one space up to a maximum of two (2) spaces. Motorcycle parking spaces must be at least four feet (4') wide and ten feet (10') deep with a minimum of ten feet (10') of backup space provided. Backup space shall be on private property within an access aisle or other area not otherwise designated as a parking space.
- C. Affordable Housing Deed Restrictions: The minimum parking space requirements for developments that contain a deed restriction for affordable housing shall be reduced by twenty percent (20%). Such development must adhere to the following standards:
 1. At least fifty percent (50%) of the units must be deed restricted to provide for affordable rental housing.

ORDINANCE NO. _____

2. At a minimum, the deed restriction must accommodate households making less than eighty percent (80%) of area median income according to the Department of Housing and Urban Development (HUD). Such accommodation must provide affordable units such that no more than forty percent (40%) of tenant household income shall go towards the payment of rent. The deed restriction must remain in effect for a minimum of ten (10) years.
3. Applicants awarded this credit must submit annual reports verifying the standards above to remain in good standing of this provision.

(This ordinance does not amend any portion of City Code 9-5-17; therefore, this section is excluded from this ordinance and should remain intact as currently codified.)

9-5-18: In Lieu Parking Fees:

- A. Purpose: The purpose of these provisions is to allow ~~businesses~~ development to satisfy the off-street parking requirements by making in lieu payments to reduce the number of on-site parking spaces through payment so as to meet the requirements set forth in this chapter. ~~These businesses will be allowed to make payments into a special dedicated fund the city will use to develop parking. These provisions may be utilized for parking required for new construction or for an increase in required parking resulting from the change of use of an existing building.~~
- B. Goals: The in-lieu program is voluntary and has the following goals:
 1. To creatively reduce parking requirements ~~where appropriate~~;
 2. To reduce the cost of development by reducing the funds required for building and maintenance of parking lots;
 3. To facilitate the construction and improvement of public parking;
 4. To improve urban design;
 5. To encourage shared parking; and
 6. To support historic preservation.

C. Definitions:

IN LIEU PAYMENT: A onetime optional payment made to the city Parking Improvement Fund fulfilling all or part of the parking requirements for ~~a business within the defined parking in lieu area~~ development.

PARKING IMPROVEMENT FUND: A special dedicated fund to collect revenue from in lieu parking payments. Revenue collected is used to improve general public parking in the ~~designated parking in lieu area~~ city, to purchase or lease land for public parking, to improve, create, or expand city parking facilities, and to offset administrative expenses.

D. Applicability: These provisions may be utilized in lieu of providing parking in the following situations:

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1. New residential development within the parking exempt area as defined in City Code 9-5-1-F, Exemptions.
2. Non-residential development and residential development outside the exempt area as defined in City Code 9-5-1-F, Exemptions.
3. Non-residential development within the exempt area shall be exempt from this section.
4. A Parking Demand Analysis, as established in City Code 9-5-1-E, Parking Demand Analysis, shall not be eligible to determine the required number of parking spaces for the purposes of establishing an in lieu payment.

DE. Payment Calculation:

- 1.—~~The parking requirements set forth in the Parking Code may be satisfied in whole or in part by the payment of a nonrefundable parking improvement in lieu fee of ten thousand dollars (\$10,000.00) per space an amount set by city council resolution, which may be amended from time to time to approximate changes in costs of implementing the Parking Improvement Fund.~~
- 2.—~~Payment of fees must be made in conjunction with the issuance of a building permit. Upon payment of in lieu fees, applicant will receive a nontransferable certificate for each space that would otherwise be required by city parking requirements.~~
- 3.—~~The city council may amend the fee by resolution to approximate increases in costs of providing parking.~~

EE. Parking Fund Use:

- 1.—~~The "Parking Improvement Fund", a dedicated fund, is hereby created to receive revenue from in lieu payments. The fund shall be used to provide and enhance public parking facilities, including buying or leasing land, constructing parking facilities, offsetting administrative expenses directly related to managing the account and the construction of facilities, coordinating parking planning, and erecting signage.~~

FG. Limitations:

- 1.—~~In the event a business an application for development outside of the parking exempt area that requires a site plan review permit or a conditional use permit, as established in Title 9, City Code, intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in lieu fees, such application shall require review and approval of the planning commission as part of the development application review. Proposed parking requests shall be reviewed at a regular meeting of the planning commission. Notice of such review shall be sent to all adjacent property owners of the property for which parking is requested and affected property owners shall have the right to comment. Public notice of the development application shall reference the parking reduction sought. Any such request for parking may be denied or reduced if the planning~~

ORDINANCE NO. _____

commission finds that permitting such request would have an adverse impact on the surrounding area or neighborhood.

ORDINANCE SECTION 3 - REPEAL AND SEVERABILITY:

- A. Any provision of the *Sandpoint City Code* found to be inconsistent with this Ordinance is hereby repealed.
- B. Should any provision of this Ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this Ordinance.

ORDINANCE SECTION 4 – PUBLICATION AND EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND ADOPTED AS AN ORDINANCE OF THE CITY OF SANDPOINT, IDAHO,
AT A REGULAR SESSION OF THE SANDPOINT CITY COUNCIL ON _____, 2025.

Jeremy Grimm, Mayor

Attest: _____
Melissa Ward, City Clerk

SUMMARY OF ORDINANCE NO. _____
Off-Street Parking and Loading Facilities

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 9, CHAPTER 1, DEFINITIONS, AND CHAPTER 5, OFF-STREET PARKING AND LOADING FACILITIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Following is a summary of the provisions of Ordinance No. _____.

Ordinance Section 1 amends the definitions of “alley”, “parking area”, both “public” and “private”, and “street”, specifically removing “alley” from the definition of “street”, as reflected under City Code 9-1-3.

Ordinance Section 2 amends City Code Title 9, Chapter 5, Off-Street Parking and Loading Facilities, to provide for minor verbiage changes throughout and to provide for additional changes as described below.

Amendments to 9-5-1, General Provisions, address additional parking and loading space requirements after buildings or structures are enlarged or following a change in use or occupancy, add language reflecting that parking space requirements are determined by relevant permit approval authority, provide for exemptions for non-residential development inside a particular boundary, reflected with a legal description and map, and contain a subsection specifically stating that, for the purposes of this chapter, an alley is not a public street. Amendments to 9-5-3, Shared Parking Reduction, provide the relevant authority for approval of shared development or use of parking facilities and parking space reduction. Amendments to 9-5-4, Access and Maneuvering Area, provide an exemption from parking area design requirements for certain residential development and provide for driveway requirements. Amendments to 9-5-5, Minimum Distance and Setbacks, provide for sight triangle requirements for visibility. Amendments to 9-5-6, Surfacing, define “hard surfacing” for purposes of this chapter, provide that hard surfacing must be completed before a certificate of occupancy is issued, provide for hard surfacing requirements, provide for exceptions, and state that construction and repaving of parking facilities must be in accordance with the City’s Stormwater Management Ordinance. Amendments to 9-5-7, Maintenance, provide that the City is not responsible for maintenance of parking facilities on private property or hard surfacing of alleys. Amendments to 9-5-8, Lighting, provide that parking areas intended for use during non-daylight hours shall be properly illuminated per the City’s outdoor lighting code and remove the exemption for residential uses. Amendments to 9-5-9, Wheel Blocks, provide for specific wheel block requirements. Amendments to 9-5-11, Striping, provide for the dimensional standards of parking area striping. Amendments to 9-5-12, Screening and/or Landscaping, provide standards for pedestrian access, including accessibility per the ADA, snow storage, parking area directional signage, and minimum landscaping, planting screen, and buffer requirements, including the types of tree and shrubbery species, to be installed in and around parking areas, along with exemptions outlining exceptions to the requirements of this section. Amendments to 9-5-14, Design and Dimensional Standards, remove the subsection on bicycle spaces (see 9-5-15, below) and add diagrams to

demonstrate parking design standards. Amendments to 9-5-15, Minimum and Maximum Surface Parking Space Requirements, add a subsection addressing bicycle spaces (moved to this section from 9-5-14). Amendments to 9-5-16, Parking Credits, add a statement addressing motorcycle parking backup space. Amendments to 9-5-18, In Lieu Parking Fees, clarify the purpose and applicability of this section, reflect verbiage changes to definitions, reflect that the fee dollar amount is set by Council resolution, delete the requirement for payment of fees in conjunction with the issuance of a building permit, provide for Planning and Zoning Commission review of certain development and conditional use permit applications that intend to utilize the in lieu fee option, and provide for public notice when a development application seeks parking reduction.

Ordinance Section 3 provides for repeal and severability.

Ordinance Section 4 provides for publication and an effective date.

This publication is a summary of the full Ordinance and is being published pursuant to Idaho Code Section 50-901A. This ordinance was passed and approved upon a proper roll call vote and duly enacted at a properly-noticed session of the Sandpoint City Council, held _____, 2025. The full text of the Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular hours to any citizen on personal request.

Published once in the Legals section of the Bonner County Daily Bee on _____, 2025.

STATEMENT OF LEGAL ADVISOR

I, Zachary Jones, legal advisor for the City of Sandpoint, Idaho, have examined the summary of the ordinance to be presented to the Sandpoint City Council providing for amendments to City Code Title 9, Chapters 1 and 5, pertaining to off-street parking and loading facilities, and find it to be a true and complete summary of said ordinance, providing adequate notice to the public of the contents thereof.



Zachary Jones
City of Sandpoint Legal Advisor

Following Council questions, fielded by Mr. Welker, Councilor Schreiber made a motion to approve issuance of the RFQ for the RV campground only, removing the parking lot from the scope. The motion died for lack of a second, and no vote was taken.

Motion to approve issuance of the RFQ for design and engineering services for both the City Beach RV campground and the City Beach parking lot improvements.

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

Old/Unfinished Business

10. Discussion: Citizen Advisory Boards

Mayor Grimm introduced this item, noting concerns about the manner in which the City's citizen advisory boards (commissions and committees) are operating without clear direction from the Council and Mayor, proceeding with work that may not necessarily be aligned with the priorities established by the City's elected leadership and potentially straining staff resources, relaying a desire to confirm and reestablish the Council and Mayor as the accountable authority for directing board work, with scope and assignments provided up front for a focus on the City's priorities.

Discussion ensued, with the Mayor fielding questions from Councilor Duquette, pointing out that City Code does not require the advisory boards to meet every month, although all of the current boards have a standing monthly meeting. He remarked on the challenges of limited staff resources.

Councilor Dick suggested that each board meeting agenda include a roundtable discussion, where board members would have an opportunity to propose topics to be addressed by the board, then these ideas would be taken into consideration depending on how they align with the City's plans and priorities.

Councilor Ruehle concurred and suggested a wish list from each board containing their suggestions of three to five top priorities, which could then come before Council for consideration and direction, with the possibility of suggestions for "low hanging fruit" projects that could be addressed at the staff level. She also suggested that specific direction could reduce the need for standing subcommittees, which sometimes may actually slow the review and decision-making process, noting that additional meetings add to the need for staff resources. City Clerk Melissa Ward provided information on the level of staff involvement in assisting with meetings of the current standing subcommittees.

Councilor Schreiber remarked that confining the boards to topics and concerns that only the elected officials direct may eliminate important feedback from the community, and he sees value in the use of subcommittees. He also pointed out that, as an example, for some boards, making suggestions for the budget, for instance, is included in their list of duties as provided by City Code but that Council and/or staff may not be seeking recommendations from the boards in a timely manner. He would like to see the commissions and committees expanded, where the City could fully utilize this volunteer force. He isn't necessarily in support of placing additional rules on these boards but was open to directing a list of three to five strategic projects per year.

Councilor Howarth relayed that it would be frustrating to be a board member, spending time working on a project that never comes to fruition, where the City needs to ensure that the work the boards are doing is beneficial, with projects they can see to completion; otherwise, the City may lose the experienced and talented citizens who serve on these boards. He appreciates the public involvement and summarized the suggestions for improvements as a desire for better synergy, where the elected leadership can do a better job of guiding their work.

Councilor Aispuro concurred with much of what had already been said and remarked on the pace of government projects, noting that, in his experience, he may have different expectations of the boards and was uncertain of the Council liaison role. He would like to see a better flow and agreed with providing some direction, which, in turn, would result in gains for Council and the City and allow the elected officials to work together with the community members.

Mayor Grimm observed, from the feedback received, a desire for a balance of elevating opportunities for suggestions from the boards, and the elected body having an opportunity to consider and endorse those ideas to ensure the valuable time of these volunteers is spent in an efficient and meaningful way. He will move forward and direct actions accordingly.

Adjourn

With no further business before the Council, the meeting was adjourned at 8:10 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



MEMO

TO: Sandpoint City Council
 FROM: Mayor Jeremy Grimm
 DATE: September 17, 2025, Council Meeting
 SUBJECT: Citizen Advisory Boards

This memo will summarize and provide follow up to our September 3, 2025, conversation regarding the City's citizen advisory boards (commissions and committees), at which time I relayed my concerns about the manner in which the boards are operating without clear direction from us, proceeding with work that may not necessarily be aligned with the priorities established by the City's elected leadership and straining staff resources. My objective is to seek to confirm and reestablish the Council and Mayor as the accountable authority for directing board work, with scope and assignments provided up front to ensure a focus on the City's priorities.

Based on our discussion and the feedback received, I plan to proceed with a request of each board, by the end of this year, a list of three to five projects or objectives they deem as priorities for their particular board to undertake. Once our new Council is seated in January, then we can take the boards' stated priorities into consideration as we make some determinations as to the projects we wish our advisory boards to focus on in 2026. Once this direction is relayed to the boards, then they will have the information they need to move forward with confidence and a sense of purpose, knowing they have the full support and direction of the Mayor and City Council.

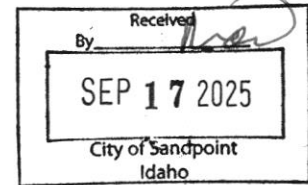
For those ideas and suggestions that grow from our boards throughout the year, I will direct our staff liaisons and clerks to ensure that each board has a "roundtable" discussion item on their meeting agendas (most already do), which will provide an opportunity during each meeting for board members to suggest topics for a future board agenda, at which time the board can then make a decision whether it's an idea that should be elevated to City staff and/or Council for consideration. As a flow for such suggestions, the board member would first bring their idea to the board during their roundtable session, at which time they could request placement on a future board meeting agenda for either discussion or an action item, then the board can determine as a body, through a vote, whether to elevate the idea to City staff or the City Council for further direction and guidance.

To circle back on the topic of subcommittees: As mentioned during our discussion, City Code calls for the creation and use of subcommittees within the Arts, Culture, and Historic Preservation (ACHP) Commission and the Parks and Recreation Commission. These commissions, guided to a great extent by adopted master plans, each have a similar but disparate function, where, for instance, a specific Parks subcommittee may be assigned with research or a task specific just to Parks, as opposed to Recreation, and vice versa. ACHP functions in this exact manner, with separate teams assigned tasks specifically for arts or culture or historic preservation. Since our committees were reinstated last year, some have created their own subcommittees, which, as Council President Ruehle pointed out, have the potential to actually slow the progress of committee work as opposed to supporting it. Additionally, these subcommittees do add at least some additional strain on resources, and they were not specifically endorsed or requested by the Mayor or City Council. I do believe that subcommittees can be a useful tool in an *ad hoc* manner, where a subcommittee is formed on a temporary basis to conduct research and gather information on a specific topic when needed, then disbanded, which is a process that I would support.

At this time, with the exception of ACHP, I would like to ask our boards to pause the meetings of the standing subcommittees they have created and focus on the topics currently before them as a full committee. For the Pedestrian and Bicycle Advisory Committee, for instance, which has formed several subcommittees, City staff truly values this board's input and has, just in the past few days, brought to my attention a number of projects and issues for which they would like to seek the recommendation of this Committee currently and in the near future, providing ample directed work for the attention of the full committee.

Finally, as we discussed previously, it is possible that certain of our boards may not see a need to meet each and every month and should not feel an obligation to do so; further, in consideration of our limited staff resources, a board should not seek to meet absent a pressing topic for the agenda. Our City Code does not necessarily envision a monthly meeting, as is evident by the absence of such requirement and specific direction for most boards to simply meet at least four times per year. By the same token, there may be instances when a board is specifically *requested* to call a meeting in order to convene for the purpose of reviewing and providing their recommendation on a particular project or issue.

Council, thank you again for your time and attention to this topic. I look forward to your additional feedback and feel we are making great progress toward efficient and effective use of our citizen advisory boards and our incredible citizens who have volunteered to serve on them.



SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 9/16/2025

Date of meeting 9/17/2025

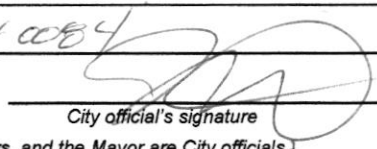
(City Council meetings are held the 1st and 3rd Wednesday of each month.)

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

Deb Kuehle Council President D. Kuehle

Address: 612 Olive

Phone number and email address: 423 504 0084

Authorized by: Justin Deck 

name of City official

City official's signature

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

*Subject: Executive session

Summary of what is being requested: Executive session

personal

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**

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** Additional funds needed? **Yes or No**

☐ Yes ☒ 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 ☒