



URBAN RENEWAL BOARD MEETING AGENDA

October 07, 2025 at 7:30 AM

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

Call to Order

Roll Call

Meeting Minutes Approval

1. Approval of the Minutes from the Board's September 2, 2025, Meeting - ***action item***

Reports/Announcements

2. Monthly Financial Report
3. Downtown Redevelopment Phase 3 Project Update

Old/Unfinished Business - none

New Business

4. Annual Election of Board Chair - ***action item***
5. Annual Election of Board Vice Chair - ***action item***

Adjourn

Public Participation Options and Information

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



URBAN RENEWAL BOARD MEETING MINUTES

September 02, 2025 at 7:30 AM

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

Call to Order

Board Chairman Eric Paull called the regular monthly meeting of the Sandpoint Urban Renewal Agency Board of Commissioners to order at 7:30 a.m. on Tuesday, September 2, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

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

ABSENT

Commissioner Tom Bokowy, Vice Chair

In addition to the Commissioners, Public Works Director Holly Ellis and Deputy City Clerk Hayley Keys, serving as clerk to the Board, were also in attendance. Sandpoint Mayor Jeremy Grimm was in attendance remotely.

Meeting Minutes Approval

1. The minutes from the Board's August 5, 2025, meeting were approved as presented
Motion made by Commissioner Perry, Seconded by Commissioner Welker.
Voting Yea: Commissioner Paull, Commissioner Perry, Commissioner Sabella,
Commissioner Brandenberger, Commissioner Welker

Reports/Announcements

2. Monthly Financial Report
There were no questions or discussion regarding the monthly financial report. Information only; no Board action.
3. Project Update: Downtown Redevelopment Phase 3 Project
Following an introduction by Chairman Paull, Ms. Ellis provided an update on Phase 3 of the Downtown Revitalization Project and, along with Mayor Grimm, fielded questions from the Commissioners. Information only; no Board action.

Old/Unfinished Business - none

New Business - none

Adjourn

With no further business on the agenda, the meeting was adjourned at 7:38 a.m.

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

Eric Paull, Chair

Attest: Hayley Keys, Deputy City Clerk

Sandpoint Urban Renewal Agency (SURA)
Sandpoint, Idaho

To: **SURA Board of Commissioners**

From: **Eric Paull, Board Chair**

Re: **Monthly Financial Report**

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

Downtown General Account: \$1,993,213.95
Revenue Allocation Fund a/c: \$95,422.16
Northern: \$5,574,075.38
Downtown Loan Balance: \$615,836.07 (Series 2018)
Next Payment Due: March 15, 2026
Increment Received: Increment received in September; \$20,145.13 Northern, and \$16,802.25. Year-to-date increment received; Northern \$621,776.11 compared to budget of \$540,000 and Downtown \$1,228,865.77 compared to budget of \$1,060,000.
Art Funds: Downtown \$221,760.37 Northern \$119,620.58
Silver Box Project: Advanced to Date \$18,315.22 remaining balance: \$1,684.68
Please note: All account balances herein stated are as of September 30, 2025.

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



AGENDA REPORT

Sandpoint Urban Renewal Agency Meeting

TODAY'S DATE: 10.01.25
MEETING DATE: 10.07.25
TO: SURA
FROM: Erik Bush, Erik Bush, Project Manager, City Forester
SUBJECT: Downtown Redevelopment Phase 3 Project Update

Project Update:

The Downtown Redevelopment Phase 3 Request for Qualifications (RFQ) was issued on August 15, 2025 and responses to the RFQ were due September 12, 2025. Upon completion of the scoring per Idaho Code § 67-2320, Welch Comer was selected as the top ranked proposer. City staff is currently in the process of negotiating a scope of work and contract for design services with Welch Comer.

This phase includes intersection reconfiguration, utility replacements, widened sidewalks, curb extensions, stormwater management, and streetscape amenities that reflect and preserve Sandpoint's historic character. The schedule for the project is to initiate design in October of 2025, and bid the project in June of 2026.

City staff will provide an additional update and more detailed schedule once the contract with Welch Comer is executed.

ATTACHMENTS: