



## ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

February 11, 2025 at 8:30 AM

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

---

### Call to Order

### Roll Call

### Meeting Minutes Approval

1. January 14th, 2025, Draft Minutes for Approval - **Action Item**

### Financial Report

2. Sandpoint Urban Renewal Agency (SURA) Financial Report

### Commission Business - Arts

3. Update on Big Bellied Monster Art Program - **Action Item**

### Commission Business - Culture

4. Daughters of the American Revolution (DAR) Plaque installation request at Memorial Field - **Action Item**

### Commission Business - Historic Preservation

5. Update on Certified Local Government (CLG) Grant
6. Update on Residential Call for Information and Historic Walking Tour Brochure - **Action Item**

### Commission Business - General

7. Election of Chair and Vice Chair - **Action Item**

### Commissioners' Roundtable

### Adjourn

#### Public Participation Options and Information

Before the meeting, comment in writing: Email [cityclerk@sandpointidaho.gov](mailto:cityclerk@sandpointidaho.gov) or deliver to City Hall.

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

Attend online: Register at <https://www.sandpointidaho.gov/your-government/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.



## ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES

January 14, 2025 at 8:30 AM

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

---

### Call to Order

The meeting of the Sandpoint Arts, Culture and Historic Preservation Commission was called to order at 8:30am on Tuesday, January 14th, 2025, by Chair Elle Susnis in the Council Chambers of City Hall, 1123 W. Lake St., Sandpoint, Idaho.

### Roll Call

#### PRESENT

Chair Ellen Susnis  
 Commissioner Barry Burgess  
 Commissioner Keely Gray  
 Commissioner Mike Lithgow  
 Commissioner Rick Decker  
 Commissioner Kate McAlister  
 Commissioner William Valentine  
 Commissioner Carol Deaner

#### ABSENT

Commissioner Katelyn Shook

### Meeting Minutes Approval

The December 10th, 2024, meeting minutes were approved as presented by unanimous vote of Commissioners present.

Motion made by Commissioner McAlister, Seconded by Commissioner Decker

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

Absent: Commissioner Katelyn Shook

### Financial Report

Sandpoint Urban Renewal Agency (SURA) Financial Report

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

Downtown \$191,163.73

Northern \$104,076.18

Silver Box Project: \$1684.68 (advanced to date: \$18,315.22)

DRAFT Minutes 1/14/2024 Sandpoint Arts Culture and Historic Preservation Meeting – Page 1 of 3

## Commission Business - Arts

Arts 1: the first item under Arts Business was an update on the rehabilitation of the Community Hall Totem Pole.

Curtis Summerfield, a local boy scout, proposed to rehabilitate the totem pole as his Eagle Scout project. In addition to moving, resurfacing and repainting the totem, he built a custom pedestal so it can be permanently displayed, as a free-standing sculpture, in Community Hall. The installation took place on December 1st, 2024.

Arts 2: the next item under Arts Business was an update on the Big Bellied Monster Art Program.

Ms. Upton shared a proposal to hold a Big Belly Monster Trash Can Art Contest to solicit art proposals. Criteria would limit entries to Bonner County youths aged 4-12. Two proposals will be selected, and each artist will receive a \$150 stipend. STCU will be sponsoring the wraps. All commissioners present enthusiastically supported the art contest model. Discussion regarding a selection panel, criteria, and distribution ideas followed. Commissioners set a goal to kick off the contest in the Spring.

Arts 3: the final item under Arts Business was a proposal to create space for a new Public Art display in the lobby outside City Hall Council Chambers.

Ms. Upton shared a presentation detailing the location of several art stanchions in the Northwest corner of the lobby near the Fire Department entrance. Natural Wavelength, a 3D sculpture, donated by Ursula Roma, will be the first sculpture to occupy one of the stanchions.

Placemaking efforts in the Chambers lobby will also include new signage about decorum and three wayfinding, historic interpretive signs about the Fire Department, Sandpoint City Hall and the Police Department. A motion was made encouraging Ms. Upton to proceed with the project.

Motion made by Commissioner McAlister, Seconded by Commissioner Gray.

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

Absent: Commissioner Katelyn Shook

## Commission Business - Culture

Culture 1: Update on Community Character Hour.

Ms. Upton gave an update on the Community Character hour assuring commissioners that, though no longer on commission, Ms. Combs will still be co-hosting the Community Character Hour with her. Next episode will cover, "Ice Age Floods".

Culture 2: the second item under Culture Business was an introduction of a proposed Story Walk at Travers Park.

Ms. Upton has secured a partnership with the library to switch out the story at Travers Park as needed. Ms. Upton proposed roughly sixteen, permanently placed, metal story walk frames. Efforts would be made to highlight local authors and illustrators. Commissioners agreed unanimously that Ms. Upton should proceed with the project.

Motion made by Commissioner McAlister, Seconded by Commissioner Deaner

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

Absent: Commissioner Katelyn Shook

**Commission Business - Historic Preservation**

HP1: Presentation of CLG Grant Opportunity

Ms. Upton gave an update about a Certified Local Government (CLG) grant due January 31st. She proposes to pursue the grant to cover consulting services for a historic design review process. Commissioners present unanimously voted to proceed with the grant application.

Motion made by Commissioner Gray, Seconded by Commissioner McAlister.

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

Absent: Commissioner Katelyn Shook

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

Ms. Upton shared an update with commissioners reviewing where they left off on this project and next steps to get the project to completion in preparation for the upcoming printing of the Walking Tour Brochure.

**Commission Business - General**

Ms. Upton introduced new Commission members Carol Deaner and William Valentine, celebrating their many years of experience and service to local public art and history.

**Commissioners' Roundtable**

Chair Susnis took a moment to commend Ms. Upton for her leadership which has led to the long list of 2024 ACHP accomplishments shared at last month's meeting. Commissioner Gray shared that registration is open for LPO Rep Spring Semester. Youth drama for ages 8 - 11 will be offered on Mondays. Teen drama for ages 12 - 18 will be offered on Wednesdays.

**Adjourn**

Meeting was adjourned at 10:46am.

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

\_\_\_\_\_  
Elle Susnis, Chair

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