



CITY COUNCIL MEETING AMENDED AGENDA

April 01, 2026 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

1. Report: Cash and Investment Transactions Financial Report – February 2026 (for information only)
2. Presentation: Update on City of Ponderay "Black Rock" Remediation Project

Public Comment

Consent Calendar - action item

3. Approval of Minutes from Council's March 18, 2026, Regular Meeting - **action item**
4. Payables Report / Approval of Bills for Payment - **action item**
5. Development of a Parks and Rights-of-Way Pesticide/Herbicide Policy - **action item**

Old/Unfinished Business

6. Project Update/Council Direction: Downtown Revitalization Phase 3 – Basis of Design - **action item**
7. Project Update: Division Avenue Corridor Improvement Project - Phase 2
8. Proposed Resolution: City of Sandpoint Council-Staff Communication Policy - **action item**

New Business

9. Proposed Resolution: Purchase Order (No. 26-1771) to General Pacific, Inc. for Badger Water Meters, Registers, and Orion Cellular Endpoints - **action item**
10. Proposed Resolution: Request to Award Consultant Services Contract A26-3900-01 to Inland Forest Management, Inc. for Professional Forest Management Services - **action item**
11. Discussion: Planned Rezone of the Existing Commercial B District
12. Proposed Resolution: Memorandum of Agreement with the City of Ponderay for Temporary Construction Access - **action item**

Executive Session

13. Vote to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(c) to acquire an interest in real property not owned by a public agency - **action item**
14. Executive Session will be held pursuant to Idaho Code § 74-206(1)(c), as noted above.

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.



AGENDA REPORT City Council Meeting

TODAY'S DATE: March 25, 2026
MEETING DATE: April 1, 2026
TO: Mayor & City Council
FROM: Sarah Lynds, Finance Director
SUBJECT: Report: Cash and Investment Transactions Financial Report – February 2026
(for information only)

DESCRIPTION/BACKGROUND:

Monthly Cash and Investment Transaction Financial Report

STAFF RECOMMENDATION and ACTION:

No Council action is requested, this Financial Report is for informational purposes only.

ATTACHMENTS:

Cash and Investment Transactions Financial Report – February 2026

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

<https://sandpoint-id.cleargov.com/>

City of Sandpoint
Financial Report on Cash and Investment Transactions
February 28, 2026

FUND	BALANCE 1/31/26	DEBIT	CREDIT	BALANCE 2/28/26
General Fund Undesignated	14,099,196	825,422	1,438,066	13,486,551
General Fund Designated - Reserves	9,027,700	-	-	9,027,700
General Fund Designated - Other	1,924,966	367,554	24,495	2,268,025
Special Revenue:				
Fiber	166,631	516	-	167,147
Impact Fees	2,725,848	8,440	-	2,734,288
Recreation	591,325	31,531	31,571	591,285
Park Capital Improvement	1,652,899	234,517	9,081	1,878,335
Enterprise:				
Sanitation	527,344	76,707	16,384	587,667
Water	8,075,271	367,607	345,079	8,097,800
Water - Reserve Capital	10,769,151	44,648	-	10,813,798
Water - Reserve Watershed Protection	726,394	2,249	-	728,643
Water - Restricted	103,309	320	-	103,629
Wastewater	9,607,120	589,397	372,544	9,823,973
Wastewater - Reserve I&I Collection	1,980,794	6,133	-	1,986,927
Wastewater - Reserve Capital	11,416,336	42,800	-	11,459,136
Water and Wastewater Debt Service	1,033,305	3,199	-	1,036,505
Fiduciary:				
LID Guarantee	40,250	125	-	40,374
LID Combined	212,982	925	-	213,906
Payroll Benefit Clearing	569,744	420,508	472,731	517,521
GRAND TOTAL	<u>75,250,565</u>	<u>3,022,597</u>	<u>2,709,953</u>	<u>75,563,209</u>

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
February 28, 2026

Description	City's Balance
Wells Fargo Bank	
Checking Account	1,565,909
Idaho State Investment Pool	
State Investment Pool Account	73,996,800
Cash on Hand	
Petty Cash	500
Total	75,563,209

I HEARBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sarah Lynds

 Sarah Lynds, Finance Director
 City of Sandpoint, Idaho



CITY COUNCIL MEETING MINUTES

March 18, 2026 at 5:30 PM

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

Call to Order

Mayor Jeremy Grimm called the regular meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, March 18, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
 Councilor Joel Aispuro
 Councilor Kyle Schreiber
 Councilor Pam Duquette
 Councilor Joe Tate
 Councilor Joshua Torrez

ABSENT

Councilor Deb Ruehle

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: Police Chief Corey Coon.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm made some initial brief remarks and provided instructions for members of the public who wished to speak during opportunities for public comment/testimony during the meeting.

Councilors provided reports from the City's citizen advisory boards on which they serve as Council liaison and Department Directors provided brief updates on projects and activities in their respective departments and fielded questions from Council members.

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 speak on items included on the Consent Calendar and Old and New Business topics on the agenda or other general matters not relevant to the business of the City of Sandpoint.

Mayor Grimm noted for the record the amount of bills for payment approval, and the Consent Calendar was approved by a unanimous vote of Council.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

Voting Yea: Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

1. The minutes from Council's March 4, 2026, meeting were approved as presented.

2. The bills presented were approved for payment: \$1,024,432.65 for regular payables.

Old/Unfinished Business - none

New Business

3. Confirmation of Mayor's Appointment for City Clerk/Risk Manager

Mayor Grimm introduced Meri Jane Bohn to the Councilors, who then unanimously confirmed the Mayor's appointment as City Clerk/Risk Manager, as follows:

Motion made by Councilor Aispuro, Seconded by Councilor Duquette.

Voting Yea: Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

4. **Resolution 26-018** Amending City of Sandpoint Personnel Policy

Central Services Director Cheryl Huges provided a presentation for Council members and fielded questions from Council. Community Planning and Development Deputy Director Bill Dean, Public Works Director Holly Ellis, and Finance Director Sarah Lynds also provided information and fielded questions from Councilors.

Councilor Schreiber made a motion to approve the resolution to amend the City of Sandpoint Personnel Policy, with the first closure date of April 10, 2026. Seconded by Councilor Aispuro, the motion was approved unanimously by Council members present.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

Voting Yea: Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

5. **Resolution 26-019** Idaho's State Revolving Fund Grant and Loan Program - Wastewater Treatment Plant Reconstruction

Mayor Grimm announced that the next item on the agenda was a proposed resolution authorizing an application submission to the Idaho Department of Environmental Quality (DEQ) for the Wastewater Treatment Plant (WWTP) Reconstruction Project. Director Ellis provided an overview of the program and fielded questions from Council members.

Councilor Duquette made a motion to authorize the submission of the SRF-02 Construction Funding Application to the DEQ for the WWTP Reconstruction Project and adoption of Resolution 26-019.

Motion made by Councilor Duquette, Seconded by Councilor Aispuro.

Voting Yea: Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

6. 2026 Stormwater Management Study Update

Project Manager Rachel McKinley provided a presentation on the 2026 Stormwater Management Study and fielded questions from Council members. Information only; no Council action.

Executive Session

7. Vote to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(a) to consider hiring a public officer employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general, 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, or public school student and Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency 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 Aispuro, Seconded by Councilor Schreiber.
Voting Yea: Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate,
Councilor Torrez

8. Executive Session will be held pursuant to Idaho Code §§ 74-206(1)(a)(b) and (f), as noted above.

Reconvene and Adjourn

Following conclusion of the executive session, the regular meeting was reconvened and then immediately adjourned at 7:37 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the Deputy City Clerk, were approved by City Council during their meeting held _____, 2026.

Jeremy Grimm, Mayor

Attest: Hayley Keys, Deputy City Clerk



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 03/19/2026 THROUGH 04/01/2026

Item # 4.

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: ACCURATE TESTING LABS LLC				
152992	WWTP: QUARTERLY WATER TESTING (2026030107) WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	290.00	\$290.00
153233	WTP: COLIFORM TESTING (5) (2026030351) WATER TREATMENT	TECH SERVICES - LABORATORY	200.00	\$200.00
153243	WTP: SANDCREEK SOLIDS TESTING (2026030361) WATER TREATMENT	TECH SERVICES - LABORATORY	45.00	\$45.00
152993	WWTP: MERCURY TESTING (2) (2026030108) WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	\$260.00
Total For: ACCURATE TESTING LABS LLC				\$795.00
Vendor: ALEXANDER CLARK PRINTING				
31530	SPD: 1000 - OFFICER CITATIONS PAPER POLICE DEPARTMENT	PRINTING AND BINDING	417.81	\$417.81
Total For: ALEXANDER CLARK PRINTING				\$417.81
Vendor: ALPINE FIRE PROTECTION LLC				
8788	WTP: FIRE EXTINGUISHER TESTING 2026 WATER TREATMENT	SERVICES - BUILDING - R&M	411.00	\$411.00
8789	WWTP: FIRE EXTINGUISHER TESTING 2026 WASTEWATER TREATMENT	SERVICES - BUILDING - R&M	402.00	\$402.00
8799	SHOP: FIRE EXTINGUISHER TESTING 2026 WATER DISTRIBUTION	SERVICES - BUILDING - R&M	345.00	\$1,035.00
	WASTEWATER COLLECTIONS	SERVICES - BUILDING - R&M	345.00	
	STREET MAINTENANCE DIVISION	SERVICES - BUILDING - R&M	345.00	
8785	PARKS: FIRE EXTINGUISHER TESTING 2026 PARK MAINTENANCE & CAPITAL	SERVICES - BUILDING - R&M	38.57	\$135.00
	PARK MAINTENANCE & CAPITAL	SERVICES - BUILDING - R&M	38.57	
	PARK MAINTENANCE & CAPITAL	SERVICES - AUTOMOTIVE - R&M	57.86	
8787	MEMORIAL: FIRE EXTINGUISHER TESTING 2026 PARK MAINTENANCE & CAPITAL	SERVICES - BUILDING - R&M	90.00	\$90.00
8786	COMMUNITY HALL FIRE EXTINGUISHER TESTING 2026 GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	217.00	\$219

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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
8823-2	CITY HALL ANNUAL FIRE EXTINGUISHER TEST (2) GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	20.00		\$20.00
8790	JER: FIRE EXTINGUISHER TESTING 2026 JAMES E. RUSSELL SPORTS CENTER FACILITY	SERVICES - BUILDING - R&M	168.00		\$168.00
Total For: ALPINE FIRE PROTECTION LLC					\$2,478.00
Vendor: ALPINE MOTORS COMPANY INC					
165168	SPD: OIL CHANGE & WASHER SYSTEM REPAIR - CRO '15 EXPLORER POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	387.26		\$387.26
Total For: ALPINE MOTORS COMPANY INC					\$387.26
Vendor: AMERICAN FIRST AID SERVICE					
CW-1983	SPD: EMERGENCY KIT RESTOCKING MARCH'26 POLICE DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	118.52		\$118.52
Total For: AMERICAN FIRST AID SERVICE					\$118.52
Vendor: ASSOCIATION OF IDAHO CITIES					
200014243	AIC: SPRING DISTRICT '26 - P. DUQUETTE - T0107 CITY COUNCIL	TRAINING AND TRAVEL	50.00		\$50.00
200014132-T009	AIC: 2026 CODC LUNCH - J. GRIMM - T0095 MAYOR'S OFFICE	TRAINING AND TRAVEL	50.00		\$50.00
Total For: ASSOCIATION OF IDAHO CITIES					\$100.00
Vendor: AT&T MOBILITY II, LLC					
287339154011X	WIRELESS PHONE/DATA CHGS - FIRE FEB'26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	128.04		\$128.04
287336485071X	WIRELESS PHONE/DATA CHGS - POLICE FEB'26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	617.41		\$617.41
287354932666X	VEHICLE GPS TRACKING FEB'26 WATER TREATMENT	SOFTWARE/SAAS - IMAGERY/TRACKING	75.19		\$695.36
	WASTEWATER TREATMENT	SOFTWARE/SAAS - IMAGERY/TRACKING	60.22		
	WASTEWATER COLLECTIONS	SOFTWARE/SAAS - IMAGERY/TRACKING	58.58		
	WATER DISTRIBUTION	SOFTWARE/SAAS - IMAGERY/TRACKING	105.63		
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - IMAGERY/TRACKING	395.74		
DXZ022026	IOT CHIP SRVCS - 02.05.26-03.04.26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	667.19		\$667.19
DYB022026	IOT CHIP SRVCS - 02.05.26-03.04.26 WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	139.30		\$529.56
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	52.79		
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	337.47		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
Total For: AT&T MOBILITY II, LLC					\$2,637.56
Vendor: AUTO HAUS INC					
13877	ST: O-RINGS, GASKETS ,GASKET REMOVER & GREASE STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	186.03		\$186.03
13863	ST: BRAKE FLUID 12OZ, PLIERS (2) MARINE TEMINALS (2) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	63.93		\$63.93
13895	ST: AUTOMOTIVE WIRE 14 GA STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	32.50		\$32.50
Total For: AUTO HAUS INC					\$282.46
Vendor: BNSF RAILWAY COMPANY					
26003459	BF70630 U/G WATER PIPLINE 04/01/2026-03/31/2027 WATER TREATMENT	RENTAL OF LAND AND BUILDING	1,074.00		\$1,074.00
Total For: BNSF RAILWAY COMPANY					\$1,074.00
Vendor: BOBCAT OF SPOKANE					
LPSI-104441	ST: PARTS FOR SNOW BROOM BOX STREET MAINTENANCE DIVISION	SNOW SUPPLIES/EQUIPMENT	996.52		\$996.52
Total For: BOBCAT OF SPOKANE					\$996.52
Vendor: BONNER COUNTY DAILY BEE					
0000046730-030	BCB#7713 RFQ 26-3257-1 3/5/2026 - BOYER LIFT STATION WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	46.19		\$46.19
Total For: BONNER COUNTY DAILY BEE					\$46.19
Vendor: BONNER GENERAL HOSPITAL					
SP0014801693	SPD: BLOOD DRAW #26-003413 - T. HOFFMAN POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50		\$55.50
Total For: BONNER GENERAL HOSPITAL					\$55.50
Vendor: BROWN'S NORTHSIDE					
S173976	WD: 1/8" NPT STRAIGHT ZERK FITTINGS (10) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	17.50		\$17.50
Total For: BROWN'S NORTHSIDE					\$17.50
Vendor: CANON FINANCIAL SERVICES INC					
42856091	MARCH 2026 UPSTAIRS/DOWNSTAIRS COPIERS - 5840I AND 5550I CENTRAL SERVICES DEPARTMENT	COPIER LEASE	355.00		\$483.49
	CENTRAL SERVICES DEPARTMENT	PHOTOCOPIES	128.49		
Total For: CANON FINANCIAL SERVICES INC					\$483.49
Vendor: CC VENDOR - WELLS FARGO					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
73394883376262	ALK: C. COON - AIRFARE - POST ACADEMY GRADUATION - T0104 POLICE DEPARTMENT	TRAINING AND TRAVEL	439.59		\$439.59
200014280-T010	AIC: SPRING DISTRICT '26 - J. TATE - T0106 CITY COUNCIL	TRAINING AND TRAVEL	50.00		\$50.00
111-0765036-49	AMZN: POST ITS, BINDER DIVIDERS, PEN LEASH & PENS CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	6.95		\$35.87
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	6.59		
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	13.79		
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	8.54		
054495	STAPLES: PHOTOS FOR CITY COUNCIL CITY COUNCIL	PHOTOCOPIES	4.47		\$4.47
112-4899707-20	AMZN: ARROWMAX APM250-M17 SHOULDER MICS (4) POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	198.00		\$198.00
21953	WTP: RING BINDER DIVIDERS WATER TREATMENT	OFFICE SUPPLIES/EQUIPMENT	14.58		\$14.58
73394883376262	ALK: S. CHAMBERLAIN - AIRFARE - POST ACADEMY GRADUATION - T0105 POLICE DEPARTMENT	TRAINING AND TRAVEL	439.59		\$439.59
76509074	IDAHO DMV: WD VACTRUCK LICENCE EXEMPT PLATE FEE WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	23.57		\$23.57
42912092646351	WMT: WINDSHIELD WIPER BLADES (4) - SP14 POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	79.44		\$79.44
096573/5080010	HOME DEPOT: KITCHEN FAUCET & HOLE COVER GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	122.98		\$122.98
SO291677	AWWA: WD/WC: MGMT (EL151) CLASS - BOWMAN WATER DISTRIBUTION	TRAINING AND TRAVEL	97.50		\$195.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	97.50		
3140080	THEFIRESTORE: TRASH HOOK FOR 1141 - FIRE FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	166.34		\$166.34
S07619	DADE: WWTP: 4" COVER O RING (4) & SINKING BALL (4) WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	916.20		\$916.20
092913/6510590	WTP: HOSES, PVC PIPING, PIPE ADAPTORS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	72.80		\$72.80
211461449090	SAFEWAY: MAR'26 COFFEE BREAK: FRUIT, BAGELS, CREAMER CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	62.27		\$62.27
73394883376262	EXPEDIA: HOTEL & CAR - COON & CHAMBERLAIN T0104 & T0105 POLICE DEPARTMENT	TRAINING AND TRAVEL	181.27		\$181.27
0020002285	UPS: ICDBG GRANT APP POSTAGE CHARGE				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.
	CENTRAL SERVICES DEPARTMENT	POSTAGE	5.95	
SO291676-2	AWWA: MANAGEMENT ONLINE (EL153) CLASS - Q. DUCKEN			\$195.00
	WATER DISTRIBUTION	TRAINING AND TRAVEL	97.50	
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	97.50	
051706	LARSONS: SHOP: CARHARTT BIBS (2) - J. ADAM			\$152.98
	WATER DISTRIBUTION	UNIFORM & CLOTHING	50.99	
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	50.99	
	STREET MAINTENANCE DIVISION	UNIFORM & CLOTHING	51.00	
112-5009262-00	AMZN: 1 OFFICE CHAIR - BIG & TALL - SPD			\$188.98
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	188.98	
00244262095301	WTP: FLEX HEAD RACHETS (2) 1/8 HP TRANSFER PUMP & SHOP TOWELS (4)			\$204.92
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	204.92	
06011203A0000	YOKES: MARCH'26 COFFEE BREAK: YOGURT, DONUTS AND CREAM CHEESE			\$46.76
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	46.76	
3C4NJDBN0TT1	IDAHO DMV: 2026 JEEP COMPASS EXEMPT PLATE FEE			\$23.57
	CENTRAL SERVICES DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	23.57	
111-5824704-26	AMZN: 5 TIER BOOKSHELF - H. FAIRCLOTH OFFICE			\$40.99
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	40.99	
112-3225997-75	AMZN: 2 OFFICE CHAIRS - SPD			\$512.78
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	512.78	
88817	STAPLES: WHITE OUT, PENS, PAPER PADS - OFFICE SUPPLIES			\$57.95
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	57.95	
76602660	IDAHO DMV: WD DUMP TRUCK EXEMPT PLATE FEE			\$23.57
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	23.57	
46H-D47H-KD5J	DOPL: WD/SC :CLAYTON BOWMAN OPERATOR LICENSES RENEWAL FEES			\$120.00
	WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	60.00	
	WASTEWATER COLLECTIONS	LICENSES/DUES & SUBSCR (JOB RELATED)	60.00	
41081459799	SHEEPDOG MICS: COVERT EARPIECES FOR RADIOS (5) - SPD			\$441.00
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	441.00	
6622389	SELKIRK SPORTS: JER: COURT MARKER SET (3)			\$52.10
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	52.10	
1883832	ONE STEP GPS: OBD-II PLUG-IN GPS DEVICE (16) MARCH'26			\$223.20
	POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY MISC	223.20	
102185695	ICC: ONLINE LEARNING SUB P. SKON (BUILDING CEUS)			\$300.00
	BUILDING DIVISION	LICENSES/DUES & SUBSCR (JOB RELATED)	300.00	
111-2532084-64	AMZN: COPY PAPER (2) & DOC HOLDER FOR LAPTOP			\$94.97
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	39.97	

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	39.97		
	CITY CLERK'S OFFICE	OFFICE SUPPLIES/EQUIPMENT	11.07		
112-1507677-65	AMZN: CHAINSAW CLUTCH CLIP - FIRE FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	12.98		\$12.98
112-2787444-60	AMZN: CHAINSAW CLUTCH BEARING - FIRE FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	15.31		\$15.31
SO291627	AWWA: MGMT (EL151) CLASS - DUCKEN & BOWMAN REFUND WATER DISTRIBUTION	TRAINING AND TRAVEL	(195.00)		\$(390.00)
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	(195.00)		
WPHQST T0092-	ALK: J. OEDEWALDT - SP39 - AIRFARE T0092-2 - POST ACADEMY POLICE DEPARTMENT	TRAINING AND TRAVEL	396.81		\$396.81
012C4067	WTP: 3" PIPE P/E CLR PVC SCH40 (50) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	723.50		\$723.50
EFUS-382265 C	WWC: ECOFLOW TECH: DELTA PRO & EXTRA BATTERY FOR TV VAN - TAX REFUN WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	(221.94)		\$(221.94)
063099	MICK DUFF: LUNCH INTERVIEW CITY CLERK- M. JANE CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	52.33		\$52.33
00243990112071	ST: STEAM CLEANER & REPLACEMENT PLAN STREET MAINTENANCE DIVISION	TOOLS	160.98		\$160.98
021C4067-FREI	WTP: 3" PIPE P/E CLR PVC SCH40 FREIGHT CHARGES WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	510.19		\$510.19
Total For: CC VENDOR - WELLS FARGO					\$6,942.89
Vendor: CED - SANDPOINT LIGHTING					
5945-1107822	MEMORIAL: RAY H900 POWER CONNECTION KITS (8) PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	332.48		\$332.48
Total For: CED - SANDPOINT LIGHTING					\$332.48
Vendor: CENTURY WEST ENGINEERING CORP					
251384	SEWER MAIN CIPP PROJECT SERVICES THRU 12/26/25 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	12,420.00		\$12,420.00
251717	SEWER MAIN CIPP PROJECT SERVICES THRU 02/27/2026 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	6,210.00		\$6,210.00
Total For: CENTURY WEST ENGINEERING CORP					\$18,630.00
Vendor: CONSOLIDATED SUPPLY CO.					
S012837551.001	WTP: 3-SPEED STAINLESS STL CIRCULATOR (2) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,537.09		\$1,537.09
S012810089.001	WD: BADGER 2" WATER METER CELL POINT, END POINTS (2) & 25' LIDS (2)				\$4,814

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4. t
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	4,846.82	
S012808355.001	WD: BAGER METER M25 (9) & CELL ENDPOINT (9) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	4,695.02	\$4,695.02
S012846216.001	WD: 2 WAY BALL VALVES (10) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,449.65	\$1,449.65
S012738123.001	WTP: REPLACEMENT PRESSURE TANK AT SAND CREEK WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	8,883.33	\$11,130.52
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2,247.19	
S012837216.001	WD: SAWZALL BLADES (5), ELECTRICAL TAPE (2), 2" PVC PIPE CUTTER WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	206.25	\$206.25
Total For: CONSOLIDATED SUPPLY CO.				\$23,865.35

Vendor: CO-OP GAS & SUPPLY CO.

30097	SHOP: VEHICLE CLEANING SUPPLIES WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	15.18	\$45.55
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	15.18	
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	15.19	
74393	TRVRS HERBACIDE, PAINT & STRNG MEM LACROSSE GOALS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	276.98	\$292.76
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	15.78	
74881	TRAVERS: PARTS FOR BATTING CAGES SPIKES & WASHERS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	75.11	\$75.11
Total For: CO-OP GAS & SUPPLY CO.				\$413.42

Vendor: CUES INC

970065272	WWC: TV VAN UPGRADE CUES SOFTWARE FOR COMPATIBILITY WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	182,548.00	\$113,360.20
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	20,540.76	
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	4,727.00	
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	(93,039.57)	
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	5,470.58	
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	(6,886.57)	
Total For: CUES INC				\$113,360.20

Vendor: DARCI L HAUG

2026-5	SPD: UNIFORM ALTERATIONS & PATCHES POLICE DEPARTMENT	UNIFORM & CLOTHING	58.00	\$58.00
Total For: DARCI L HAUG				\$

Vendor: DAY MANAGEMENT CORP

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 4.
INV912893	SPD: DEVELOPMENT & PROGRAMMING 23 N70 MOTOROLA RADIOS POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,474.00		
Total For: DAY MANAGEMENT CORP					\$1,474.00
Vendor: DEVEN HULL					
REIMB 031126	REIMBURSEMENT FUEL PURCHASE - BOARDMAN, OR WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	68.79		
Total For: DEVEN HULL					\$68.79
Vendor: FIRE PROTECTION SPECIALISTS LLC					
22179	JER: FIRE MONITORING & INSTALL NOV'24-OCT'25 JAMES E. RUSSELL SPORTS CENTER FACILITY	SERVICES - BUILDING - R&M	1,975.00		
Total For: FIRE PROTECTION SPECIALISTS LLC					\$1,975.00
Vendor: FREIGHTLINER NORTHWEST					
M001001313	2026 FREIGHTLINER 114SD DUMP TRUCK WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	91,985.50		
	WATER DISTRIBUTION	CAPITAL EQUIPMENT & MACHINERY	91,985.50		
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	(29,435.36)		
	WATER DISTRIBUTION	CAPITAL EQUIPMENT & MACHINERY	(29,435.36)		
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	53,250.00		
	WATER DISTRIBUTION	CAPITAL EQUIPMENT & MACHINERY	53,250.00		
	WASTEWATER COLLECTIONS	CAPITAL EQUIPMENT & MACHINERY	100.00		
	WATER DISTRIBUTION	CAPITAL EQUIPMENT & MACHINERY	100.00		
Total For: FREIGHTLINER NORTHWEST					\$231,800.28
Vendor: GENERAL PACIFIC INC					
1540007	WD: METER ORION HLD MOUNTING KITS 8" (2) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	350.00		
Total For: GENERAL PACIFIC INC					\$350.00
Vendor: GIVENS PURSLEY LLP					
305235	WATER LEGAL SERVICES THROUGH 01/31/2026 WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - CIVIL	225.00		
Total For: GIVENS PURSLEY LLP					\$225.00
Vendor: GRAINGER INC					
9839406387	WWTP: 1" 2-WAY CONTROL VALVE (CCV) (3) WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,794.21		
Total For: GRAINGER INC					\$1,7
Vendor: H&H EXPRESS					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
3770060	ST: FREIGHT FOR STREET SIGNS FROM INTERMOUNTAIN STREET MAINTENANCE DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	27.50		
Total For: H&H EXPRESS					\$27.50
Vendor: HACH COMPANY					
14901813	WTP: CHLORINE SENSOR & DESICCANT CARTRIDGE (5) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2,826.08		
Total For: HACH COMPANY					\$2,826.08
Vendor: HMH ENGINEERING					
M24005-19	CEDAR STREET RECONSTRUCTION SERVICES THRU 03/16/26 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	22,986.69		\$54,730.20
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	5,801.39		
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	13,682.55		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	12,259.57		
Total For: HMH ENGINEERING					\$54,730.20
Vendor: IDEXX DISTRIBUTION INC					
3196056512	WWTP: CHEMICALS SAMPLE HOLDERS & TRAYS + FREIGHT WASTEWATER TREATMENT	LABORATORY SUPPLIES	368.82		\$368.82
Total For: IDEXX DISTRIBUTION INC					\$368.82
Vendor: INTERNATIONAL ASSOC FOR PROPERTY					
221639	SPD: PROPERTY & EVIDENCE MANAG. CLASSES - T. RILEY & E. RYAN POLICE DEPARTMENT	TRAINING AND TRAVEL	850.00		\$850.00
Total For: INTERNATIONAL ASSOC FOR PROPERTY					\$850.00
Vendor: JOE HIGGINS					
PER DIEM T009	PER DIEM T0099- IRWA SPRING CONF. 4/1/26-4/3/26 WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	219.00		\$219.00
Total For: JOE HIGGINS					\$219.00
Vendor: Legacy Heating and Cooling					
36306026	WWTP: DIAGNOSIS & REPAIR OF HEATERS WASTEWATER TREATMENT	SERVICES - BUILDING - R&M	615.00		\$615.00
36440103	WTP: LIL SANDCREEK HEATER REPLACEMENT & REPAIR WATER TREATMENT	SERVICES - BUILDING - R&M	13,400.00		\$13,400.00
36462886	COMMUNITY HALL: HVAC MAINTENANCE GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	470.00		\$470.00
Total For: Legacy Heating and Cooling					\$14,485.00
Vendor: NEOGOV					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4.
INV-155422	BACKGROUND CHECK INTEGRATION 5/19/26-5/18/27 INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - HUMAN RESOURCES	760.27	\$760.27
Total For: NEOGOV				\$760.27

Vendor: NEWCO INC

941403	WTP: NALCOLYTE DRUMS (4) AND ALUMINUM CHLOROHYDRATE TOTES (4) WATER TREATMENT	CHEMICAL SUPPLIES	7,788.00	\$14,558.00
	WATER TREATMENT	CHEMICAL SUPPLIES	9,135.00	
	WATER TREATMENT	CHEMICAL SUPPLIES	17.50	
	WATER TREATMENT	CHEMICAL SUPPLIES	17.50	
	WATER TREATMENT	CHEMICAL SUPPLIES	1,600.00	
	WATER TREATMENT	CHEMICAL SUPPLIES	(4,000.00)	
Total For: NEWCO INC				\$14,558.00

Vendor: NORTH 40 OUTFITTERS

051544/B	BEACH: 4.10/3.50-4 2 PLY TIRE PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	19.99	\$19.99
051521/B	WD: 4 1/2" GRINDING WHEELS (4) DUCT TAPE (2) & XL NITRILE GLOVES 15 PACK WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	63.83	\$63.83
051614/B	SC: PLUG ADAPTOR 30A WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	29.99	\$29.99
051551/B	SPD35: TRAINING COLLAR FOR HUNTER - K9 POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	172.99	\$172.99
051532/B	BEACH: L&G TIRE 4.10/3.50-4 2PLY - EQUIPMENT PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	19.99	\$19.99
051535/B	WWC: XL NITRILE GLOVES 15PK WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	11.95	\$11.95
Total For: NORTH 40 OUTFITTERS				\$318.74

Vendor: NORTH IDAHO LOCK & KEY

62788	MEMORIAL: SPINDLES (12) FOR BATHROOM DOORS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	120.00	\$120.00
Total For: NORTH IDAHO LOCK & KEY				\$120.00

Vendor: NORTH POINT TRENCHLESS LLC

189	CEDAR STREET EMERGENCY WATERLINE INSTALL WATER DISTRIBUTION	SERVICES - INFRASTRUCTURE - R&M	2,000.00	\$2,000.00
Total For: NORTH POINT TRENCHLESS LLC				\$2,000.00

Vendor: OXARC INC

0032534813	WWTP: CHLORINE CYL (5) & SULFUR DIOXIDE CYL (3)			\$8,901.12
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Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 4.
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	8,901.42		
			Total For: OXARC INC		\$8,901.42
Vendor: PANHANDLE HEALTH DISTRICT					
712 03.13.26	OSHA REQUIRED/RECOMMENDED VAC FOR STAFF AROUND RAW SEWAGE 03/13/ PUBLIC WORKS ADMINISTRATION	OTHER PROF SERVICE - MEDICAL	136.00		\$136.00
			Total For: PANHANDLE HEALTH DISTRICT		\$136.00
Vendor: PASSPORT LABS INC					
INV-1058806	SPD: THERMAL PRINTER PAPER FOR HANDHELDS - CRO POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	316.23		\$316.23
INV-1059140	PARKING TICKET SOFTWARE SVCS - FEB 2026 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	1,973.08		\$1,973.08
			Total For: PASSPORT LABS INC		\$2,289.31
Vendor: PEAK SAND & GRAVEL INC					
113885	STREETS: 3/4" ROCK 03.09.26 STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	207.50		\$207.50
			Total For: PEAK SAND & GRAVEL INC		\$207.50
Vendor: R5 INC					
1044	ST: BLOWER AIR FILTER & PRE FILTER + SHIPPING STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	156.00		\$156.00
1445	ST: AG HOSE 5M06-A (1) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	641.72		\$641.72
			Total For: R5 INC		\$797.72
Vendor: RAILROAD MANAGEMENT CO. III					
544129	FY26 WATER PIPELINE ENCROACHMENTS LIC 6/16/26-6/15/27 #303174 WATER TREATMENT	RENTAL OF LAND AND BUILDING	13,605.01		\$13,605.01
			Total For: RAILROAD MANAGEMENT CO. III		\$13,605.01
Vendor: RICH BUDAY					
PER DIEM T010	PER DIEM T0103 - IRWA SPRING CONF. 4/1/26-4/3/26 WATER TREATMENT	TRAINING AND TRAVEL	219.00		\$219.00
			Total For: RICH BUDAY		\$219.00
Vendor: ROD BERGET					
PER DIEM T010	PER DIEM T0100 - IRWA SPRING CONF. 4/1/26-4/3/26 WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	109.50		\$219.00
	WATER DISTRIBUTION	TRAINING AND TRAVEL	109.50		
			Total For: ROD BERGET		\$219.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
Vendor: RODDA PAINT CO - PREVIOUSLY MILLER PAINT					
61007239	CITY BEACH: TWO GALLONS OF PAINT FOR BATHROOMS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	91.08		\$91.08
61007270	BEACH: 1 GAL WHITE PAINT - CONCESSION BATHROOMS PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	45.54		\$45.54
Total For: RODDA PAINT CO - PREVIOUSLY MILLER PAINT					\$136.62
Vendor: SANDPOINT URBAN RENEWAL AGENCY					
03122026 PP TA	FEBRUARY '26 TAX RECEIPTS COLLECTED UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	47,761.07		\$67,351.89
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	1,132.96		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	1,405.66		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	1,826.98		
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	15,225.22		
Total For: SANDPOINT URBAN RENEWAL AGENCY					\$67,351.89
Vendor: SELKIRK PRESS INC					
23510	SPD: PARKING VIOLATION WARNING NOTICES POLICE DEPARTMENT	PRINTING AND BINDING	135.60		\$135.60
23484	SPD: SCOFFLAW WARNING BOOT NOTICES POLICE DEPARTMENT	PRINTING AND BINDING	86.50		\$86.50
Total For: SELKIRK PRESS INC					\$222.10
Vendor: SELKIRK SPORT, LLC					
SI-1927466	JER RETAIL: SELKIRK BOOMSTICKS (12) JAMES E. RUSSELL SPORTS CENTER FACILITY	RETAIL/METER SUPPLIES/EQUIPMENT	2,417.80		\$2,417.80
SI-1920096	JER RETAIL: SLK BOOMSTIK (2) ERA (5) & SHIPPING JAMES E. RUSSELL SPORTS CENTER FACILITY	RETAIL/METER SUPPLIES/EQUIPMENT	969.80		\$969.80
Total For: SELKIRK SPORT, LLC					\$3,387.60
Vendor: SHERWIN-WILLIAMS CO					
21114175660326	ST: TRAFFIC MARKING PAINT 100 GAL STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	589.00		\$589.00
Total For: SHERWIN-WILLIAMS CO					\$589.00
Vendor: SOUTH FORK HARDWARE (PARKS)					
424684	BEACH: PAINT FOR SNACK SHACK (4) CITY BEACH CONCESSIONS	FACILITY SUPPLIES	25.36		\$25.36
424806	SPORTS COMPLEX: CLEANER & SPRAY BOTTLE TO FIX DONOR SIGN PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	7.58		\$7.58

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
424635	MEMORIAL: FENDER WASHERS & WALL HANGER BRACKET PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	77.89		\$77.89
424343	BEACH: 3M PAINTERS TAPE (3) - BATHROOMS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	29.37		\$29.37
424461	TRAVERS: NUTS & BOLTS (19) & SPIKE FOR BATTING CAGES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	36.31		\$36.31
424502	TRAVERS: NUTS & BOLTS (40) - BATTING CAGES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	19.60		\$19.60
425190	TRAVERS: ADHESIVE 10 OZ FOR DONOR SIGN PARK MAINTENANCE & CAPITAL	SIGNAGE SUPPLIES/EQUIPMENT	4.79		\$4.79
424093	MEMORIAL: QUICK LINKS (18) FOR BACKSTOP NETS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	79.82		\$79.82
424110	TRAVERS: ANCHORING EPOXY FOR BENCHES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	31.99		\$31.99
424122	MEMORIAL: 1/4 QUICK LINKS (10) FOR BACKSTOP NETS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	32.90		\$32.90
424150	MEMORIAL: PARTS BACKSTOP & LACROSSE GOAL NETS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	71.68		\$71.68
424890	MEMORIAL: SPRAY IND. RETURN (4) & 10 OZ SPRAY PAINT (2) PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(17.18)		\$(17.18)
424904	BEACH: 10 OZ SPRAY PAINT (5) - BOARDWALK BENCHES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	31.45		\$31.45
424999	MEMORIAL: 27 GAL BLK / YEL TOOL BOX (2) PARK MAINTENANCE & CAPITAL	TOOLS	35.98		\$35.98
Total For: SOUTH FORK HARDWARE (PARKS)					\$467.54
Vendor: SOUTH FORK HARDWARE (PUB WKS)					
424541	PW: PACKING TAPE (1) PUBLIC WORKS ADMINISTRATION	OFFICE SUPPLIES/EQUIPMENT	8.59		\$8.59
424974	PW: FLAGGING TAPE 150' PUBLIC WORKS ADMINISTRATION	OPERATIONAL SUPPLIES/EQUIPMENT	3.29		\$3.29
Total For: SOUTH FORK HARDWARE (PUB WKS)					\$11.88
Vendor: STEVE MULLIN					
APRCONTRABA	CONTRA DANCE LIVE MUSIC FRIDAY APRIL 10TH 2026 RECREATION	TECH SVS - PARK/REC & ART/GRAPHIC DESIGN	225.00		\$225.00
Total For: STEVE MULLIN					\$225.00
Vendor: STONEWAY ELECTRIC SUPPLY					
S104875319.001	DTS: CADET 20000W 240V CADET REGISTER HEATER - BATHROOMS JEFF JONES				\$2

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 4.
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	215.56		
Total For: STONEWAY ELECTRIC SUPPLY					\$215.56
Vendor: THOMPSON QUALITY FENCE INC					
003704	GREAT NORTHERN: FENCE REPAIR AT 521 N LINCOLN AVE PARK MAINTENANCE & CAPITAL	SERVICES - GROUNDS - R&M	827.84		\$827.84
003699	WWTP: FENCE AND SUPPORT POST INSTALL WASTEWATER TREATMENT	SERVICES - GROUNDS - R&M	4,455.94		\$4,455.94
Total For: THOMPSON QUALITY FENCE INC					\$5,283.78
Vendor: USA BLUE BOOK					
INV00984596	WWTP: PLANTPRO 90MM 934-AH FILTER WASTEWATER TREATMENT	LABORATORY SUPPLIES	180.05		\$180.05
INV00983957	WWTP: LAB TESTING SUPPLIES WASTEWATER TREATMENT	LABORATORY SUPPLIES	630.35		\$630.35
INV00988704	WWTP: SHARPIES W/CHISEL TIP (1) WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	20.95		\$20.95
Total For: USA BLUE BOOK					\$831.35
Vendor: WASTE MANAGEMENT OF IDAHO INC					
62500-95006 MA	REFUSE AND WASTE CHRGS MARCH 2026 - FY26 SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	52,823.10		\$52,823.10
Total For: WASTE MANAGEMENT OF IDAHO INC					\$52,823.10
Vendor: WELCH COMER & ASSOCIATES INC					
44050020-011	BRIDGE ST. SIDEWALK - ENG & CON SERV. 01-18-26 THRU 02-14-26 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	4,767.53		\$4,767.53
Total For: WELCH COMER & ASSOCIATES INC					\$4,767.53
Vendor: WESTERN STATES EQUIPMENT CO					
IN003529626	ST: WIPER MOTOR & WIPER BLADE - CAT 140H STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	500.47		\$500.47
IN003525960	ST: FAN ACCESS MOUNTING PLATE FOR GRADER (7I-4983) STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	64.10		\$64.10
Total For: WESTERN STATES EQUIPMENT CO					\$564.57
Vendor: WILLIAMS SCOTSMAN INC					
9025811168	WWTP: MODULAR RENTAL 03/19/2026-04/18/2026 (FY26) WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	785.40		\$1,211.43
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	19.64		
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	206.26		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 4. t
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	22.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	5.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	70.00	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	103.13	
Total For: WILLIAMS SCOTSMAN INC				\$1,211.43

Vendor: WM CORPORATE SERVICES, INC

0244640-1827-4	CITY PROPERTY REFUSE/WASTE CHARGES FEB'26 GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	640.00	\$2,680.00
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	480.00	
	WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	160.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	480.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	480.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	40.00	
	PUBLIC WORKS ADMINISTRATION	DISPOSAL (GARBAGE) SERVICES	240.00	
	WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	160.00	
Total For: WM CORPORATE SERVICES, INC				\$2,680.00

Vendor: WOOD'S CRUSHING & HAULING INC

58582	WD/SC: FEBRUARY HAUL 3/4" MINUS WATER DISTRIBUTION	ROADWAY/PATH SUPPLIES/EQUIPMENT	248.64	\$497.28
	WASTEWATER COLLECTIONS	ROADWAY/PATH SUPPLIES/EQUIPMENT	248.64	
58636	ST: SNOW REMOVAL HAULING 02/19/26 (16 HOURS) STREET MAINTENANCE DIVISION	SERVICES - SNOW PLOWING	2,480.00	\$2,480.00
Total For: WOOD'S CRUSHING & HAULING INC				\$2,977.28

Vendor: ZIPLY FIBER

4008 03.22.26	4008 - PHONE CHGS - CITY HALL 03.22.26-04.21.26 WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	287.85	\$287.85
6708 03.22.26	6708 - PHONE CHGS - CITY HALL 03.22.26-04.21.26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	120.15	\$120.15
Total For: ZIPLY FIBER				\$408.00

Grand Payables Total: \$672,972.23



AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 25, 2026

MEETING DATE: April 1, 2026

TO: Mayor Grimm, City Council members

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Parks and Right of Ways Pesticide/Herbicide Policy – direction to staff to develop policy and bring to future council meeting for approval

Requested Council Action

Approve this agenda item and direct staff to develop a formal City policy governing the use and application of pesticides/herbicides by Parks and Right of Way maintenance staff, and to return with a draft policy for Council consideration at a future meeting.

Action if Approved on Consent Calendar

Approval of this item on the consent calendar shall constitute Council direction to staff to prepare a draft Parks and Right of Ways pesticide/herbicide policy and bring that draft policy back to the City Council at a future meeting for review and possible approval.

Background

City Parks and Right of Way maintenance crews currently use chemical weed-control products on a limited basis as one of several tools for vegetation and weed mitigation. These applications are generally used in targeted locations where weeds are difficult to manage through manual or mechanical means alone.

At present, the City does not have a formally adopted policy establishing standards, limitations, notice procedures, or operational guidance related to the application of pesticides/herbicides in parks and right of way areas. While staff follow product labeling requirements and general operational practices, there is no Council-adopted policy providing formal direction on when, where, or how such products may be used.

Discussion

Staff is seeking Council direction on whether the Council would like staff to prepare a formal pesticide/herbicide use policy for parks and right of way maintenance operations. If directed to do so, staff would develop a draft policy for Council consideration at a future meeting. Such a policy could address topics including allowable application areas, public notice, weather conditions, product selection, safety procedures, and other operational limitations deemed appropriate by the Council.

Fiscal Impact

There is no immediate fiscal impact associated with providing direction to staff. Any future operational or administrative impacts associated with a policy would be identified when a draft policy is presented for Council consideration.

Recommendation

Staff recommends approval of this item and direction to staff to prepare a formal Parks and Right of Ways pesticide/herbicide policy for future Council review and possible approval.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 25, 2026

MEETING DATE: April 1, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Erik Bush PLA, Project Manager, City Forester

SUBJECT: Downtown Revitalization Phase 3 – Basis of Design

BACKGROUND:

On December 5, 2012, City Council adopted the Downtown Streets Plan and Design Guide, envisioning Downtown Sandpoint as the “Hub of the Inland Northwest”—a vibrant and welcoming destination for dining, entertainment, shopping, art, and recreation, fostering a strong sense of community throughout the year. The effort to revitalize Downtown Sandpoint began in the early 2000s, with significant contributions from business owners, property owners, community members, consultants, and City representatives working collaboratively to plan, design, secure funding, and implement improvements.

On May 5, 2021, City Council adopted the Multimodal Transportation Plan (MTMP), which refined the concept for completing the third/final phase of the SURA-funded Downtown Revitalization Project. This phase involves a full reconstruction of First Avenue from Church Street to at least Lake Street, as well as short-term improvements identified in the MTMP at Bridge Street and First Avenue.

On November 15, 2023, City Council adopted an additional report recommending improvements to First Avenue to support new development. These improvements include specialty paving, planting beds, street trees, street furnishings, wayfinding, and signage. A new intersection configuration at Bridge Street and First Avenue is also planned to improve pedestrian safety and improve traffic flow. South of Bridge Street, the plan incorporates expanded sidewalks to accommodate a multi-use pathway and angled parking. The Report also envisions a traffic circle at First and Superior, under a phase 4 improvement.

Phases 1 and 2, completed between 2018 and 2021, improved Cedar Street (from Fifth Avenue to First Avenue) and First Avenue (from Cedar Street to Church Street). These improvements, funded by the Sandpoint Urban Renewal Agency (SURA), provided upgraded pedestrian sidewalks, reconstructed roadway, improved stormwater management, improved lighting, tree planting, and enhanced public spaces.

The Professional Services agreement for the design of the Downtown Revitalization Phase 3 project (Resolution 25-048) was executed on December 3, 2025. This phase will align with the Downtown Streets Plan and Design Guide, the Multimodal Transportation Master Plan, and the Comprehensive Plan. The key objectives of this revitalization effort are to enhance downtown connectivity, improve multimodal infrastructure, and support economic growth.

Phase 3 will extend the improvements along First Avenue from Church Street to approximately Lake Street, including portions of Bridge Street. The project scope includes:

- Road reconstruction
- Wider sidewalks to improve pedestrian accessibility.

- Street furniture and landscaping to enhance public spaces and aesthetics.
- Parking upgrades to improve downtown functionality and access.
- Bioretention cells for stormwater treatment before discharge into Sand Creek.
- Incorporation of public art installations to enhance Sandpoint's cultural identity.

On February 18, 2026, the project team presented initial concepts to City Council for discussion. On March 2, 2026, the Technical Advisory Group (TAG), an ad hoc group established for this project, convened for its first meeting. The project was subsequently presented to the Pedestrian and Bicycle Commission. A public open house was held on March 24, 2026 to gather community input.

DESCRIPTION:

Welch Comer prepared conceptual roadway sections and intersection improvement concepts, which were presented at the February 18 City Council meeting. These concepts illustrate how limited corridor space can be allocated to reflect community priorities and balance the needs of pedestrians, bicyclists, vehicles, gathering spaces, trees, stormwater infrastructure, and café space.

The concepts were subsequently presented at the first Technical Advisory Group (TAG) meeting on March 2. Feedback from TAG informed refinements to the concepts, which were then presented to the Pedestrian and Bicycle Advisory Committee on March 12 for confirmation prior to being shared with the public at the open house on March 24.

Feedback from the TAG meeting is included in Attachment 2. Public input and conceptual drawings are available on the [Downtown Phase 3 Project webpage](#). At the Pedestrian and Bicycle Advisory Committee meeting, an informal (no committee action) poll was conducted to understand member preferences for allocating space among users. There was general agreement that the east side of First Avenue is the preferred location for a bicycle facility. While a dedicated facility is desired, given space constraints, the committee generally supported a well-designed multi-use path (on the east side) as the preferred approach.

The purpose of presenting these design alternatives was to gather input on preferred space allocation within the Phase 3 project area, including the Bridge Street and First Avenue intersection, for vehicles and parking, bicyclists, pedestrians, commerce, safety, and streetscape elements.

Based on this input, Welch Comer's Basis of Design Memo (Attachment 1) provides a recommended direction to advance the project to 30% design.

STAFF RECOMMENDATION: Recommend approving Basis of Design memo for the phase 3 project and proceeding to 30% design.

**WILL THERE BE ANY FINANCIAL IMPACT? YES HAS THIS ITEM BEEN BUDGETED? YES;
within FY26 budget.**

ATTACHMENTS:

1. Basis of Design Memo
2. Technical Advisory Group Meeting Minutes March 2, 2026
3. Link to the [Project Page](#).

ACTION:

Recommend approving Basis of Design memo for the phase 3 project and proceeding to 30% design.

Memorandum

TO: SANDPOINT CITY COUNCIL
FROM: MATT GILLIS, PE, WELCH COMER ENGINEERS
PRJ. #: 44050.03
SUBJECT: BASIS OF DESIGN SUMMARY – DOWNTOWN REVITALIZATION, PHASE 3
DATE: MARCH 25, 2026

The project team has completed the Basis of Design (BOD) phase for Downtown Revitalization, Phase 3. This memo summarizes key findings and presents the recommended design direction as the project moves into the preliminary design phase.

Phase 3 Goals:

1. Deliver a community supported design and construction
2. Enhance and build upon Phases 1 & 2
3. Replace aging infrastructure
4. Improving safety and accessibility for pedestrians and bicyclists
5. Transparent design process through outreach

Input From the Technical Advisory Group (TAG), stakeholders, and the public has been consistent:

1. Strong desire to slow traffic and improve safety
2. Increased emphasis on walkability and bike access
3. Promote and Incorporate “Third Spaces”
4. Interest in a more active, inviting downtown
5. Importance of maintaining business access
6. Mixed opinions on parking, with more focus on function and efficiency rather than quantity
7. Everything done should be through the lens of commerce, safety and beautification

Recommendations for Preliminary Design:

Street Configuration & Traffic Operations

- General
 - Maintain one lane in each direction
 - Narrower lanes and streetscape elements to slow traffic
 - Added trees, lighting, and street furnishings
 - Reduce corner radii where possible to shorten pedestrian crosswalks

- Design Vehicle(s): All intersections and turning movements will be designed to accommodate a BUS-45 (transit bus) and a large motor home pulling a boat trailer. Additionally, downtown will allow a WB-50 or WB-67 (think Walmart truck) to pass *through* downtown in the event they accidentally end up on First Avenue to maintain network continuity. That said, downtown is not “designed” for large trucks like this. The design does not intend for these large trucks to stay within the lane lines to complete movements in the downtown area.
- Specific
 - Seasonal left-turn restrictions at Bridge Street using removable elements to improve safety and reduce congestion
 - Maintain NB left turn at Pine Street. This movement is increasingly encouraged for northbound traffic through downtown who are not stopping.
 - Remove left turn lanes at Lake Street to improve pedestrian and bicycle access, as well as encourage vehicles to use Pine Street as intended.
 - Raised intersection on First Avenue from just north of Pine Street to just north of Church Street. Raised intersection is intended to calm/slow traffic and further prioritize pedestrian and bicycle use.

Multimodal Improvements

- Shared-use path on the east side of First Avenue within the Phase 3 project area.
- ADA-compliant sidewalks and crossings

Traffic Signal (First & Pine)

- Traffic signal may be warranted in the future, but not now
- As part of this project, install conduit, junction boxes, and foundations for signal poles and push button poles to plan for future signal installation.

Initial Stormwater Considerations

- Stormwater evaluation during this phase focused on feasibility within the corridor
- Existing systems and constraints have been reviewed
- Investigation of existing utilities in properties fronting the project area has been completed.
- Opportunities exist to improve function within the project area
- Enhancements to Phase 2 rain garden approaches are anticipated

Next Steps and Requested Direction

With Council concurrence, the project will move into preliminary design, including plans and updated cost estimates.

In summary, we are requesting confirmation on:

1. Overall street configuration
2. Pine Street strategy (no signal now, future-ready infrastructure)
3. Raised intersection concept
4. General stormwater strategy

Basis of Recommendations

The recommendations presented herein are based on a combination of engineering judgment, technical analysis, and input received through the public outreach process approved by City Council. This includes feedback from the Technical Advisory Group, stakeholder interviews, and the first community open house event.

The project has also been developed in consideration of applicable engineering standards and best practices, including AASHTO guidance, MUTCD requirements, ADA and PROWAG accessibility standards, and the City of Sandpoint design standards.

In addition, the design approach is informed by the following City-adopted plans and guiding documents:

- Multimodal Transportation Master Plan (MTMP) – Adopted 2021
- Downtown Streets Plan and Design Guide – Adopted December 2012
- Downtown Waterfront Design Competition / Visioning Report – 2023
- Downtown Parking Management Plan – Based on 2022 study (adopted ~2023)
- Parks & Recreation Master Plan – Adopted August 2020
- Arts, Culture, and Historic Preservation Plan – Adopted 2021
- Urban Forestry Management Plan – Adopted November 2022



City of Sandpoint Downtown Revitalization Technical Advisory Group

Technical Advisory Group Meeting #1 – Kick Off
Monday, March 2nd, 2026 | Noon-3pm
Marigold Bistro | 414 Church St, Sandpoint, ID 83864

Attendance

Project Team

City of Sandpoint

Erik Bush, Project Manager
Holly Ellis, Public Works Director
Jason Welker, Community Planning and
Development Director
Bill Dean, City Planner

Consultant, Welch Comer

Matt Gillis, Project Manager
Cody Hodgson, Design Engineer

Consultant, The Langdon Group

Hannah Anderson, Public Involvement Lead
Tracy Ortiz, Public Involvement Support

Consultant, GGLO

Mark Sindell, Principal/Landscape Architect
Josiah Brown, Urban Designer

Technical Advisory Group

Mayor Jeremy Grimm
Corey Coon
Rick Decker
Diana Duke
Donna Griffin
Jassica Janssen
Kate Mcallister
Corey Obenauer
Radley Peterson
Rory Whitney
Chase Youngdahl

Meeting Goal: To establish a shared understanding of the Downtown Revitalization project, schedule, and goals, and to receive initial guidance and feedback from the Technical Advisory Group (TAG).

Meeting minutes

Welcome and Introductions

Hannah Anderson, The Langdon Group, welcomed the group. She reviewed meeting goals, introduced the project team, and led Technical Advisory Group (TAG) participants through brief introductions.

She then provided an overview of the TAG’s role in the project. Hannah explained that during this meeting the TAG would gain a project understanding. Throughout the process they would be asked to provide their perspectives using both local and professional knowledge, review draft materials, provide feedback to the City and project team, and communicate progress as appropriate with their networks.



City of Sandpoint Downtown Revitalization Technical Advisory Group

Project Overview

Erik Bush, Sandpoint, and Matt Gillis, Welch Comer, provided a brief project overview for the group. They shared background and history of the project. Erik highlighted the previous project phases of the downtown revitalization Phase 1 (2018) and Phase 2 (2019).

Project Goals

1. *Deliver a community supported design and construction*
2. *Enhance and build upon Phase 1 & 2*
3. *Replace aging underground infrastructure*
4. *Improve pedestrian and bicycle facilities*
5. *Transparent design process through outreach*

Erik also highlighted existing documents that the project team is using to inform design choices, including the 2025 Parking Management Plan, 2021 Multimodal Transportation Master Plan, and the Downtown Waterfront Design Competition. In these documents he called out key notes from the plans that were relevant and impactful to the work being done.

Matt then highlighted opportunities for improvement from phase 1& 2 and shared an overview of the project site. He reviewed the project timeline, highlighting key milestones for Project Design and Public Engagement.

Public Involvement Plan

Hannah presented the goal of public outreach for the Downtown revitalization project: To identify and understand needs and perspectives of key stakeholders and the community to inform the planning process and produce recommendations that are appropriate for the area.

She reviewed the Public Involvement Strategy for the project, noting which items have been completed so far as well as what was to come.

Public Involvement Strategy:

- *Situation Assessment - Key Stakeholder Interviews*
- *Technical Advisory Group Meetings*
- *Public Comment Database, Point of Contact*
- *Public Informational Materials*
- *Public Open House / Community Events*
- *Summary of Public Involvement*



City of Sandpoint Downtown Revitalization Technical Advisory Group

Summary of Outreach So Far – Situation Assessment Key Findings

Hannah provided a brief summary of feedback collected so far, during the stakeholder interview process, as follows:

Bike and Pedestrian Traveling- Interviewees shared their perspectives on bike and pedestrian usage along the project corridor. They shared their ideas for improvements to make the corridor safer for both Bicyclists and Pedestrians. This included adding designated bike routes, expanding sidewalks, not allowing wider vehicles through, and adding crosswalks.

Construction Management- Stakeholders discussed their priorities during project construction and shared their experiences and lessons learned during the first two phases of the project. Many asked that the project team prioritize clear signage for the project site to help direct shoppers to clear routes. Others shared the need for clear and regular communication between construction crews and the city during the construction phase.

Safety- Community members discussed that they would like the design team to prioritize safe route designs for all users.

Parking- Interviewees shared their perspective on parking. There was no genuine consensus between stakeholders on whether more parking should be added or if parking should be removed along the corridor. Some believed that the diagonal parking created more issues and made it difficult for bikers and pedestrians to navigate. Others shared that they would like to see all parking spaces removed and users be directed towards the city parking lot. A few also hoped to see more parking included in the area and thought that by having more parking available they would see an uptick in patrons coming downtown.

Public Outreach- All stakeholders interviewed shared that early, transparent, and ongoing communication is a priority to the community. Stakeholders shared methods of communication and outreach that had been successful in the past.

Public Engagement Opportunities-Discussion

Hannah asked the group to consider the following questions and share their thoughts on how the project team can continue to improve the public involvement efforts and meet the people where they are.

City of Sandpoint Downtown Revitalization Technical Advisory Group



What are potential interests or key issues the community may have with this plan?



What is the best way you've engaged with the community? What didn't work?



Are there organizations/groups that can help spread the word?



Where do people look for information from the City?

Below is high level summary of the discussion:

- One TAG member mentioned that it is important to consider business access during construction. Maintaining access is a priority for downtown businesses.
 - There are opportunities to provide contractors with incentives to minimize impacts on businesses.
- Freight traffic through downtown makes it difficult to access loading zones for fire and safety vehicles. They also can obstruct traffic.
- A TAG member mentioned that it would be a good idea to have a public event in conjunction with the Lost in The 50's event during the third week of May.
- Another TAG member mentioned that holding a booth during the farmers market would also be beneficial for the project team to share information.
- It was recommended to consider youth engagement opportunities through the skate park and high school sporting events.

Project Design Review

Matt presented a more detailed explanation of the project design in context with current design and potential options for change where appropriate. Below is a high-level summary of the conversation and discussion of the respective intersections and presented alternative configurations.

- First and Superior – in design
 - Roundabout would include taking easement and/or purchasing property
 - This intersection is comparable to a roundabout at Boyer and Larch
- First and Lake – in design
 - The goal is to create friction to slow down users
 - A TAG member asked about parking alongside the courthouse and if it was considered how many users turn into the parking lot



City of Sandpoint Downtown Revitalization Technical Advisory Group

- Another TAG member asked if simply including a speedbump would be enough of a speed reduction
- First and Pine – In Design
 - It was supported by the stakeholder assessment that including a cross walk at First and Pine is desired

- First and Bridge – Alternatives Review

This intersection is highly complex. Matt explained that during heavy seasonal traffic to City beach, frequent turning movements and high pedestrian activity create congestion, driver confusion, and safety concerns for people walking, biking, and driving. He then presented the group with two alternatives:

- Option A - “Porkchop”
 - A TAG member mentioned that this road will see users driving at higher speeds
- Option B - Restricted Left
 - Does option B favor vehicles over pedestrians?
 - This option may cause users driving even faster through the intersection
 - Concrete slabs don’t depict what would go there, such as street dining, trees, or something similar
 - This would not be a favorable choice for the Police Department
- Option C - Potential Woonerf between Church and Pine
Matt provided an overview of a Woonerf and asked the TAG to consider whether this option would be a good fit for Sandpoint. Highlights of a woonerf design include:

- | | |
|---|--|
| 1. <i>People come first</i> | 7. <i>Safety through awareness, not barriers</i> |
| 2. <i>No curbs - One continuous surface</i> | 8. <i>Placemaking...not a traffic solution</i> |
| 3. <i>Low vehicle speeds</i> | 9. <i>Downtown activation</i> |
| 4. <i>Vehicles are allowed</i> | 10. <i>More social interaction</i> |
| 5. <i>Quality of life up...speeds down</i> | |
| 6. <i>Supports downtown business</i> | |

- Woonerfs commonly include concrete colors that signify pedestrian and vehicles. Adding moveable planters and trees can also visually designate pedestrian areas.
- This could discourage skateboarders from riding on the sidewalks because of the textured surface.



City of Sandpoint Downtown Revitalization Technical Advisory Group

- A woonerf can serve as a dedicated area that can be blocked off for events.
- Because of the access to City Beach in the summer and associated high levels of traffic, it might not be ideal for tourists and those who visit City Beach.
- Boat traffic would have a difficult time navigating the woonerf area.
- A TAG member asked if it was possible to be able to do a combination of a Pork Chop woonerf with more of a focus on vegetation.
 - This was a favored option by the group
 - Someone asked if it is possible to be able to do this all the way down Pine.
 - One person mentioned that anything that slows down traffic is a benefit.
- It was explained that the concept was not intended to accommodate larger vehicles because the turning movements would still be the same.
- A TAG member made the comment that they hoped a woonerf might help create a 3rd space for folks.
- Generally, the TAG had some reservations about the woonerf idea. However, some asked if a raised intersection, tabletop, or long speed hump was appropriate. Although these ideas are similar to a woonerf, the group supported them.

The project team will take all of the feedback collected and come back with options for the TAG to consider at the next meeting.

Pedestrian Amenities:

Mark Sindell, GGLO, went over potential pedestrian amenities during this phase of the revitalization. He shared the goals for design and went through examples currently found in downtown Sandpoint. Mark shared how some of these elements could be improved.

Goals for Design:

- Extend the Phase 2 improvements into Phase 3 - more comfortable, attractive and walkable.
- Apply lessons learned from operations and maintenance of the prior phases.
- Bring bikes to and through downtown from the regional system safely.
- Enhance and represent the culture and community character of Downtown Sandpoint.



City of Sandpoint Downtown Revitalization Technical Advisory Group

- Continue the traditional, approachable character of Phases 1 & 2 with a refresh, adding natural materials and relaxed, inviting elements.

Elements

- Existing Paving – Continue prior phase paving and lights, add multi use Path.
- Existing Elements – Bike Racks, Benches, Trash receptacles, Moveable tables and Chairs, Lighting
- New Elements – Complementing what is existing

Street Trees – Silvia Cells = Healthy Trees

TAG Discussion

Hannah led the group through a discussion that would help the TAG reflect on what was important to them and identify their priorities. The following prompts were presented to encourage feedback and discussion:

How should Sandpoint's history be reflected downtown?

10 Year Story – What does a thriving downtown look like, feel like?

What should be prioritized when considering revitalization of downtown?

What do we want to change? What do we not want to change?

What did you like or not like about Phase 1 and 2?

What is the right balance between pedestrian, bicycle, and vehicle traffic?

Commerce & Downtown Activation

What else should we consider?

Below is a summary of feedback provided by the TAG:

- 10 Year Story – What does a thriving downtown look like, feel like?
 - Create “third places” where everyone can come and hangout or eat lunch downtown.
- What should be prioritized when considering revitalization of downtown?
 - Designated bike racks throughout downtown.
 - Greenery in the downtown area.
 - Seeing more pedestrians downtown and vehicle traffic moved away.
 - Working on the dead spaces in the downtown area that have been unused spaces for years. Utilize the space.
 - Create more utility than just a bench – find ways to balance form and function.
- What do we want to change? What do we not want to change?
 - Create spaces with streetscapes.
- Commerce & Downtown Activation



City of Sandpoint Downtown Revitalization Technical Advisory Group

- Creating an inviting downtown corridor. Lots of people avoid downtown because of the parking and congestion. Downtown is missing the local edge.
- This is an urban renewal investment that enhances and increases the property values of the downtown area.
- What else should we consider?
 - Identify funding opportunities.
 - Create downtown signage plan.
 - How do we accommodate parking and loading during construction to accommodate deliveries?
 - Transportation issues during events can be solved by buses.

Next Steps

Hannah let the group know that the team would incorporate appropriate feedback and bring options back to the group during the second TAG.

Adjourn Meeting

Hannah thanked the group and the meeting was adjourned.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 25, 2026

MEETING DATE: April 1, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Rachel McKinley, Project Manager

SUBJECT: Project Update: Division Avenue Corridor Improvement Project - Phase 2

BACKGROUND:

On January 3, 2018, the City Council authorized the staff to apply for a grant to conduct a Road Safety Audit (RSA) along Division Avenue. The RSA identified opportunities for improvements in safety for all road users of Division Avenue from Hwy 2 to Spruce Street.

On February 3, 2021, City Council accepted (Resolution No. 21-0007) the Division Avenue Road Safety Audit. The report supplemented and informed the Multimodal Transportation Master Plan (MTMP), adopted on May 6, 2021 (Resolution No. 21-022). The 2021 MTMP classified Division Avenue as a Pedestrian Priority route. The Plan's Capital Improvement priorities include improvements to resolve the safety concerns identified in the RSA. Appendix A, Figures 18 and 19 (attached), provided a concept of Division Avenue that is intended to improve pedestrian (primarily children) and bicycle access to schools, community destinations, and neighborhoods.

On December 14, 2021, the City Council authorized the staff to apply for a Children Pedestrian Safety (CPS) grant to improve the eastern side of the Division Avenue, approximately between Highway 2 and Superior Street.

In August 2023, the Division Avenue Corridor Improvement Phase 1 project was completed with awarded CPS grant funds and City general funds. Improvements revitalized the east side of Division Avenue, from Superior Street to approximately Highway 2. The travel lanes on Division Avenue were shifted to the west, removing the center turning lane (from Michigan Street to Super Street) and dedicating a bike lane on the eastern side. The wider frontage was reconstructed with new sidewalk, ADA ramps, planter strip, curb & gutter, and driveway approaches. See attached before/after photos and the Phase 1 project link below for more details.

On November 15, 2023, the City Council (Resolution No. 23-088) authorized the staff to apply for a CPS grant to improve the eastern side of the Division Avenue, between Superior Street and Pine Street (See attached Phase 2 Project Map). The City was awarded \$250,000 with a committed match of \$50,000 – City General Fund for Phase 2. On February 19, 2025, the City Council (Resolution No. 25-009) authorized signing and entering into the LHTAC / Local Agreement - 2024 Local Children Pedestrian Safety (CPS) Program.

DESCRIPTION:

State-Funded: Children Pedestrian Safety (CPS) Program

On March 31, 2023, Governor Little signed Senate Bill 1189, a landmark funding bill for local transportation in Idaho. The bill is part of the Governor's "Leading Idaho" plan. The bill provides \$10 million for CPS program. Funds up to \$2M in projects, with a maximum award of \$250k per project.

Eligible projects must be related to maintenance, and address safety and mobility, for children (projects near schools score best). The Children Pedestrian Safety Program projects must be considered maintenance as stated in the 2015 Legislative Session House Bill 312.

The OSG is intended to address planning needs to address sanitary sewer overflows and municipal stormwater improvements for small (communities with a population under 10,000) or disadvantaged communities. These grants cover 50% of eligible costs. Grant recipients providing the other half.

Projects must follow all applicable program requirements and state initiatives design, procurement, and documentation requirements for the grantee to remain eligible for reimbursement.

Project deadline was December 13, 2024, but was extended to August 31, 2026. No match required, but City General Fund will be used for Survey & Design.

Division Avenue Corridor Improvement Phase 2

The Division Avenue Corridor Improvement Phase 2 project is picking up where Phase 1 left off at Superior Street and continuing the following improvements to Pine Street:

- 6ft wide sidewalk
- 5 to 6 ft wide planter strip (snow storage)
- Curb & gutter
- ADA-compliant curb ramps
- Narrowing width of existing driveways
- Plant street trees

This project design was reviewed by Pedestrian and Bicycle Advisory Committee on July 10, 2025 and project update was provided on February 12, 2026.

Final PS&E and design (attached) was completed on March 25, 2026. Advertising for Construction Bid over the next 2 weeks, with Bidding Opening scheduled for April 21, 2026 and Anticipated City Council Award on May 6, 2026. The project will be bid in accordance with Idaho Code 67-2805 A.

Construction is anticipated to take place while school is out of session and be completed by the end of July 2026.

STAFF RECOMMENDATION: No Action, Update Only

ACTION: No Action Requested

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

ATTACHMENTS:

1. 2021 MTMP Appendix A, Figures 18 and 19 – Division Ave Design Concepts
2. Before/after photos from Phase 1
3. Phase 2 Project Map
4. Division Avenue Corridor Improvement Phase 2 – Design Plan Set

LINKS:

- Division Avenue Corridor Improvement Project - Phase 1:
[https://cleargov.com/idaho/bonner/city/sandpoint/projects/8393/division-avenue-corridor-improvement-project--phase-1-\(complete\)](https://cleargov.com/idaho/bonner/city/sandpoint/projects/8393/division-avenue-corridor-improvement-project--phase-1-(complete))
- Division Avenue Corridor Improvement Project - Phase 2:
<https://cleargov.com/idaho/bonner/city/sandpoint/projects/19799/division-avenue-corridor-improvement-project--phase-2>

Figure 18 Proposed Division Avenue Cross Section at Non-Intersection Location

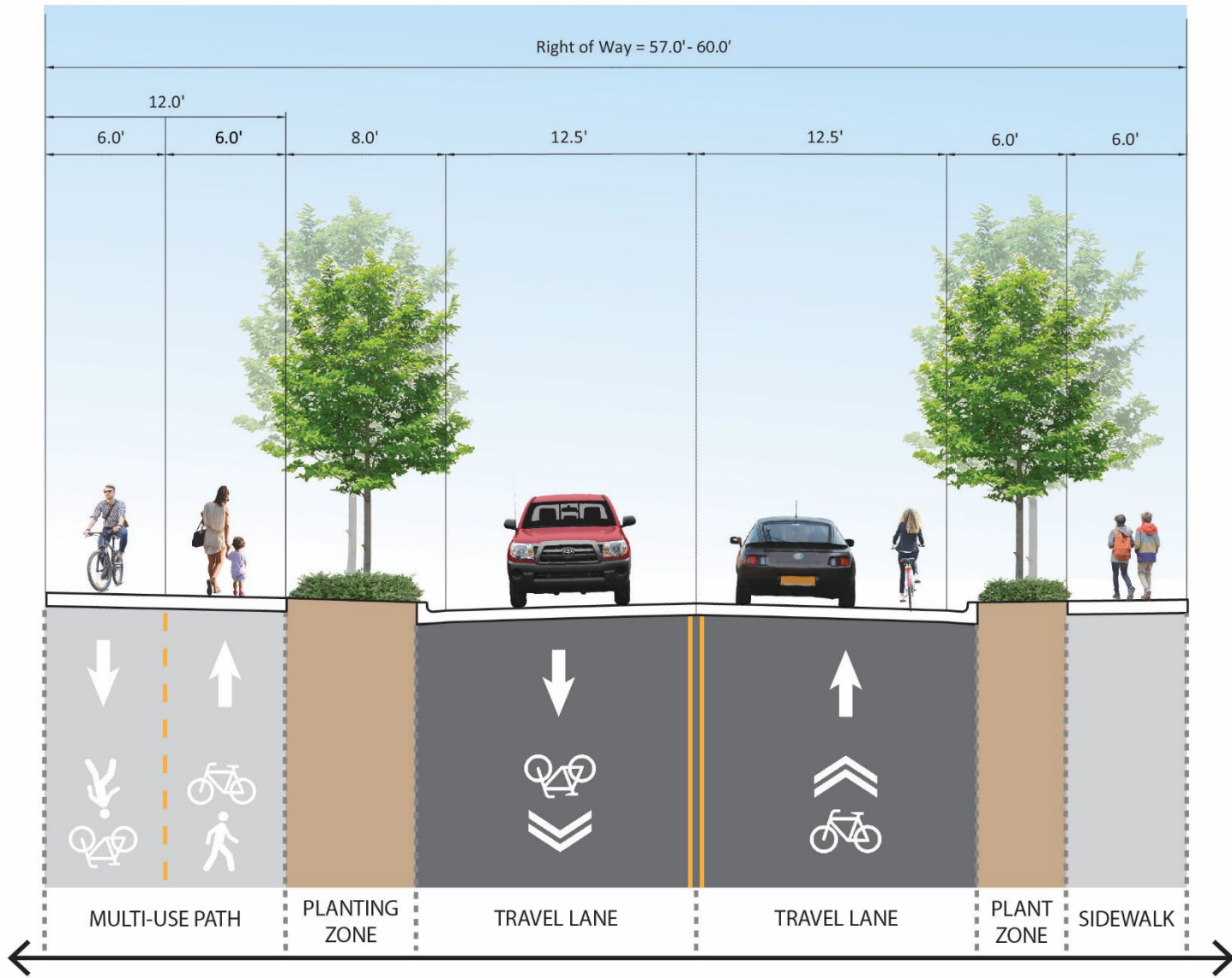
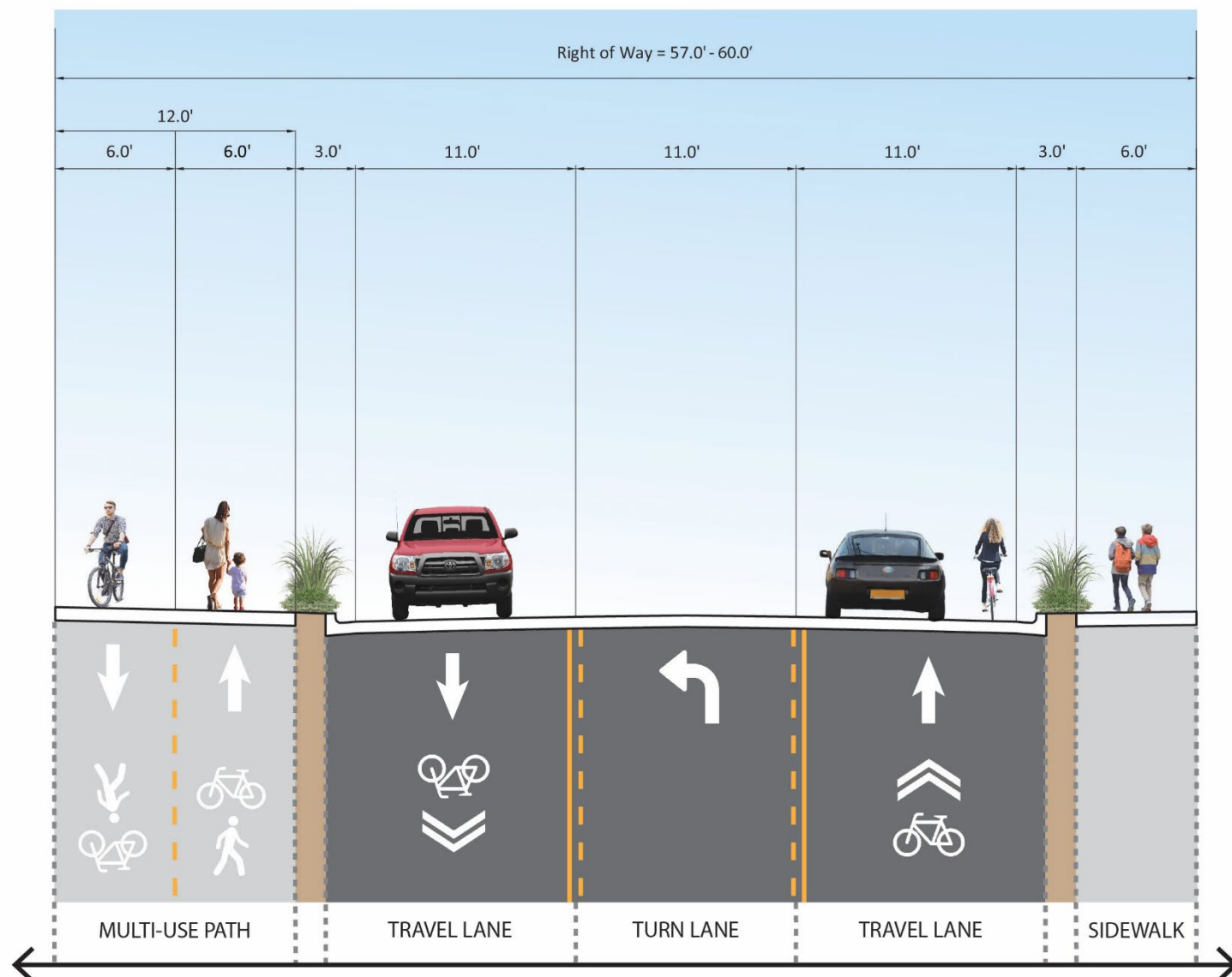
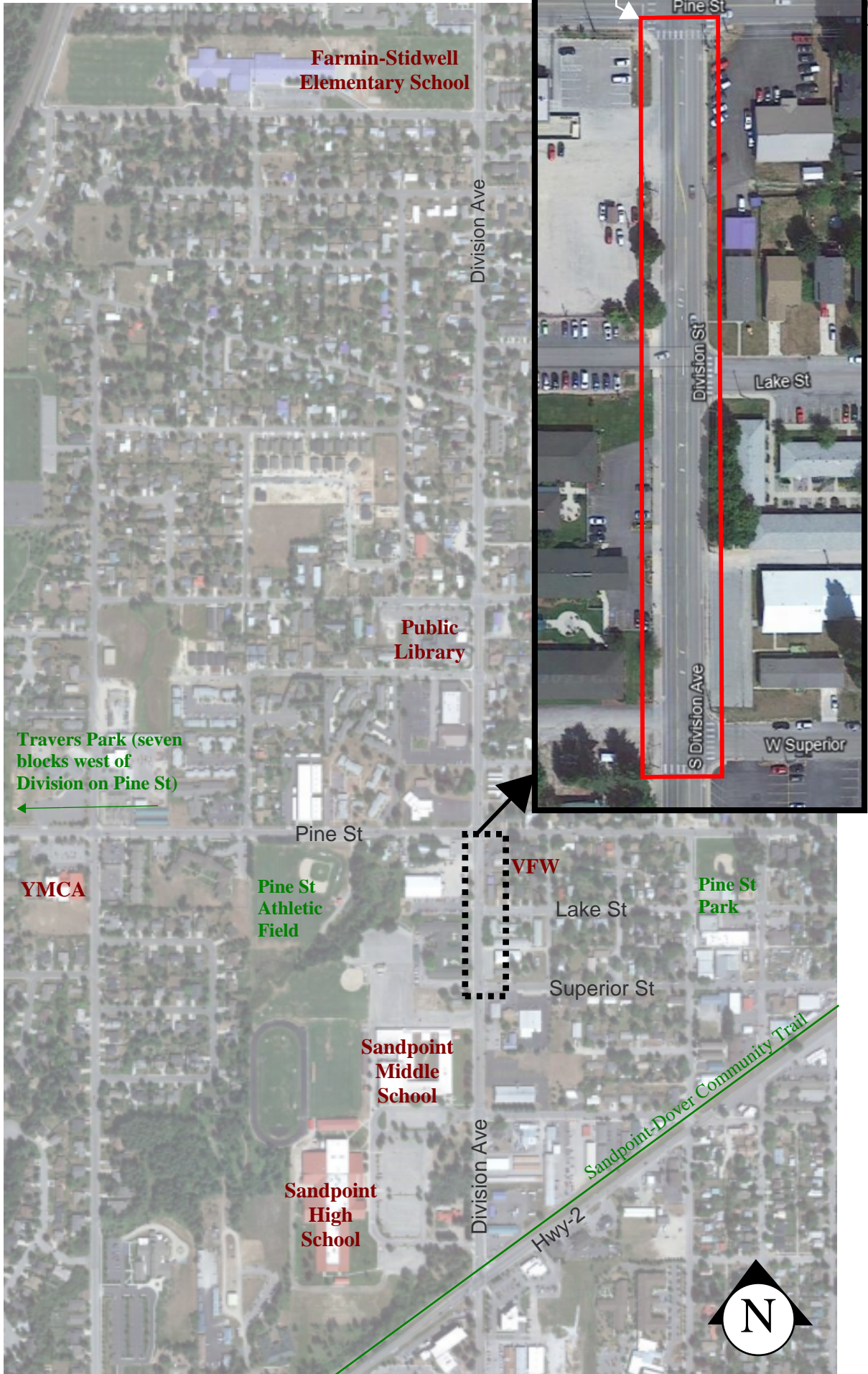


Figure 19 Proposed Division Avenue Cross Section at Intersection Location





Project Limits

m # 7.

Farmin-Stidwell
Elementary School

Division Ave

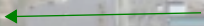
Pine St

Division St

Lake St

Public
Library

Travers Park (seven
blocks west of
Division on Pine St)



S Division Ave

W Superior

Pine St

YMCA

Pine St
Athletic
Field

VFW

Lake St

Pine St
Park

Superior St

Sandpoint
Middle
School

Sandpoint
High
School

Division Ave

Sandpoint-Dover Community Trail

Hwy-2





PINE STREET
ATHLETIC
FIELD
PARKING
←

Steve Anderson, D.D.S.
Sandpoint
Dental Care
Sharing Great Smiles

S. 311



Item





Item



Item # 7.





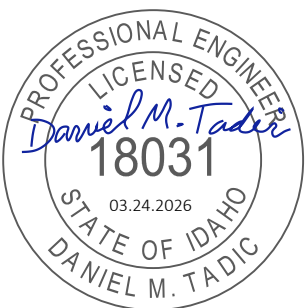
DIVISION AVE. CORRIDOR IMPROVEMENTS PHASE 2

CITY OF SANDPOINT

SANDPOINT, IDAHO

MARCH 2026

DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY
COVER SHEET



CONSTRUCTION
DRAWINGS

1"
SCALE: (11X17 ONLY)

PROJECT NO: GS025-17
DRAWN BY: C. SMITH
CHECKED BY: D. TADIC
DATE: 03.24.2026

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REVISIONS

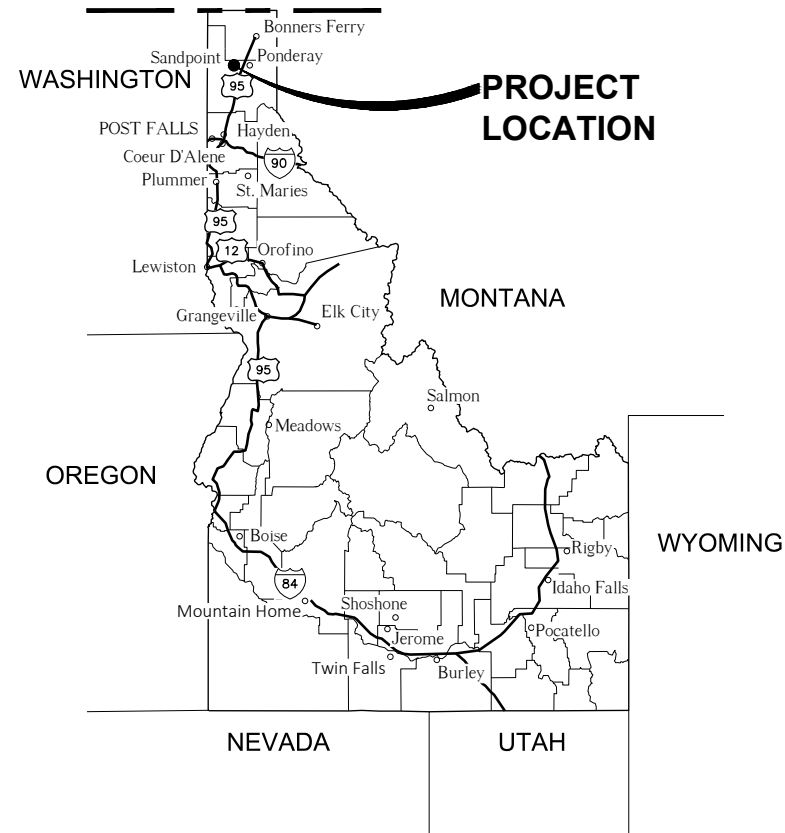
NO.	DATE	DESCRIPTION

DRAWING:

1

SHEET: 1 OF 15

52



INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	LEGEND
3	NOTES
4-5	DEMOLITION PLAN
6-7	ROADWAY IMPROVEMENTS PLAN
8-9	PAVEMENT MARKING PLAN
10-13	DETAILS

CONTROL POINT TABLE				
POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
94	2409158.896	2425735.925	2097.26	5/8" REBAR WITH RED PLASTIC CAP MARKED "HMM CONTROL"
95	2409128.134	2425793.117	2097.10	5/8" REBAR WITH RED PLASTIC CAP MARKED "HMM CONTROL"
96	2409507.559	2425810.085	2097.10	5/8" REBAR WITH RED PLASTIC CAP MARKED "HMM CONTROL"
97	2409677.486	2425739.532	2098.72	5/8" REBAR WITH RED PLASTIC CAP MARKED "HMM CONTROL"
98	2409913.825	2425836.251	2098.32	5/8" REBAR WITH RED PLASTIC CAP MARKED "HMM CONTROL"
99	2409936.529	2425727.663	2096.63	5/8" REBAR WITH RED PLASTIC CAP MARKED "HMM CONTROL"



VICINITY MAP

SCALE: NTS



PLOT DATE: 3/24/2026 6:47 PM PLOTTED BY: DYLAN JONES
LAYOUT: LEGEND PATH: Z:\DOCUMENTS\PROJECTS\2025\GS025-17 CITY OF SANDPOINT ENGINEERING SERVICES\DIVISION AVE IMPROVEMENTS PH 2\CAD\PLAN SHEETS\GS025-17 LEGEND.DWG



SURVEY LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		FOUND ALUMINUM CAP MONUMENT
		FOUND BRASS CAP MONUMENT
		FOUND 1/2" MONUMENT
		FOUND 5/8" MONUMENT
		FOUND 1-1/4" COPPER DISC MONUMENT
		FOUND PIPE
		FOUND CONCRETE MONUMENT
	"X"	FOUND CHISELED "X"
		FOUND MAG NAIL
		FOUND STONE
		FOUND HIGHWAY MONUMENT
		SET 1/2" MONUMENT
		SET 5/8" MONUMENT
		SET ALUMINUM CAP MONUMENT
		SET TEMPORARY BENCH MARK
		SET COPPER DISK
	"X"	SET CHISELED "X"
		CALCULATED POINT, NOTHING FOUND OR SET

DOMESTIC WATER LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		WATER VALVE
		WATER METER
		FIRE HYDRANT
		FIRE DEPARTMENT CONNECTION (FDC)
		FROST FREE HYDRANT/SPIGOT
		WATER MANHOLE
		WELL
		BACK FLOW PREVENTER (BFP)
		POST INDICATOR VALVE
		BLOW OFF
		CURB VALVE

IRRIGATION LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		PRESSURE IRRIGATION VALVE
		IRRIGATION HEAD GATE
		IRRIGATION BOX
		IRRIGATION MANHOLE

SITE LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		AIR CONDITIONING UNIT
		ADA SYMBOL
		BOLLARD
		MAILBOX
		MAILBOX CLUSTER
		PARKING METER
		SIGN
		UNKNOWN MANHOLE

ELECTRICAL LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		POWER POLE
		GUY WIRE
		POWER RISER
		AREA LIGHT
		ELECTRIC MANHOLE
		ELECTRIC RISER
		ELECTRIC METER
		ELECTRIC VAULT
		ELECTRIC JUNCTION BOX
		ELECTRIC TRANSFORMER
		STREET LIGHT

NATURAL GAS LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		GAS METER
		GAS RISER
		GAS VALVE
		GAS MARKER
		GAS VENT

COMMUNICATION LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		TELEPHONE MANHOLE
		TELEPHONE PEDASTAL
		TELEPHONE POLE
		CABLE RISER
		FIBER OPTIC RISER
		FIBER OPTIC MANHOLE
		FIBER OPTIC MARKER

LANDSCAPE LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		SPRINKLER
		DECIDUOUS TREE
		CONIFEROUS TREE

SANITARY SEWER LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		SANITARY SEWER MANHOLE
		CLEAN OUT

STORMWATER LEGEND		
PROPOSED	EXISTING	DESCRIPTION
		GEOTHERMAL MANHOLE
		STORM DRAIN MANHOLE
		DRYWELL
		MONITORING WELL
		RECTANGULAR INLET
		ROUND INLET
		SQUARE INLET
		AREA DRAIN
		ROOF DRAIN
		SAND AND GREASE TRAP

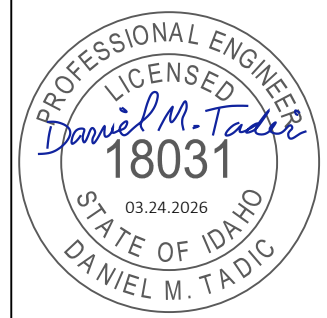
PROPOSED	EXISTING	DESCRIPTION
		BOUNDARY LINE
		ADJACENT PROPERTY LINE
		PROPERTY LINE
		TIE LINE
		SECTION LINE
		ROADWAY CENTERLINE
		EASEMENT LINE
		EDGE OF GRAVEL
		EDGE OF PAVEMENT
		FENCE LINE
		RIGHT-OF-WAY LINE
		SANITARY SEWER LINE
		STORM DRAIN LINE
		WATER LINE
		GRAVITY IRRIGATION LINE
		PRESSURE IRRIGATION LINE
		OVERHEAD POWER LINE
		UNDERGROUND POWER LINE
		UNDERGROUND TELEPHONE LINE
		GAS LINE
		UNDERGROUND CABLE TV
		FIBER OPTICS LINE
		FLOOD LINE
		GEOTHERMAL LINE
		CONCRETE SURFACE
		CURB AND GUTTER
		BUILDING
		ASPHALT SURFACE
		GROUND CONTOUR
		HYDROSEED
		GRADING DIRECTION
		GRADING AREA
		SILT FENCE
		WATTLE
		CONSTRUCTION ENTRANCE
		CUT SLOPE EXTENT
		FILL SLOPE EXTENT



476864 Highway 95, Suite 3
Ponderay, ID 83852
(208) 635-5825

DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY

LEGEND



CONSTRUCTION DRAWINGS

1"
SCALE: (11X17 ONLY)

PROJECT NO: GS025-17
DRAWN BY: C. SMITH
CHECKED BY: D. TADIC
DATE: 03.24.2026

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REVISIONS		
NO.	DATE	DESCRIPTION

DRAWING:
2
SHEET: 2 OF 15

GENERAL NOTES:

1. All work shall conform to the "Idaho Standards For Public Works Construction", (ISPWC) current edition, and the requirements of the City of Sandpoint. In the case of conflict, the most stringent standard shall apply.
2. All safety standards and requirements shall be the responsibility of the Contractor.
3. Existing utilities shall be located by contacting CALL BEFORE YOU DIG at 811, at least 48 hours prior to starting any excavations. The Contractor shall notify the appropriate utility companies prior to starting work near any facilities and shall coordinate their work with company representatives.
4. Existing property corners or survey monuments shall be protected during the course of construction. Any damaged or obliterated corners or monuments shall be re-established by professional surveyors, licensed to work in the State of Idaho, prior to final acceptance. At the contractors expense.

STREET AND SIDEWALK NOTES:

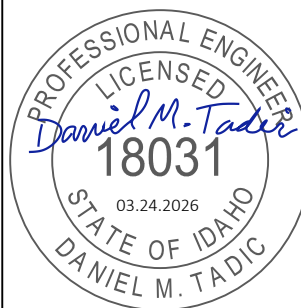
1. Imported fill material shall conform to the following:
 - A. 3/4"-inch minus base course shall meet the requirements of ISPWC Section 802, 3/4"(Type II).
2. Asphalt pavement shall conform with Idaho Transportation Department (ITD) specifications for Superpave. Pavement shall be SP3 PG 58-28 with 1/2" max aggregate size. Pavements with a Section of 3" or less may be placed with 1 lift. Pavements with a section greater than 3" shall be placed with multiple lifts. Minimum lift thickness of 1.5" and maximum thickness of 3".
3. No asphalt shall be placed on wet or frozen surfaces, or when the air or ground temperature is less than 40°F. Top courses or pavement thickness less than 2.5 inches shall not be placed when air or ground temperature is less then 50°F, without approval by the City.
4. Surface restoration shall be constructed in accordance with the latest edition of ISPWC. Restoration shall be hot mix asphalt concrete with a minimum asphalt thickness of 3" or as specified. All concrete, unless otherwise specified, shall be commercial grade Portland Cement with air entrainment (6.5% +/- 1.5%), and a minimum 28-day compressive strength of 3000 psi.
5. A tack coat shall be applied to all adjacent curbs and joints, prior to placement of asphaltic concrete.
6. During paving operations, the Contractor is responsible for compaction and quality control testing. All testing shall be performed by a qualified technician.
7. Extraction, coring, and gradation tests may be required at the discretion of the City to verify pavement thickness, compaction, and or to verify compliance of materials to specifications.
8. Concrete shall not be placed on frozen surfaces, ice or snow, or surfaces with a temperature greater than 90°F. Unless otherwise authorized by the City, concrete placement shall be discontinued when air temperatures reach 35°F and falling.
9. Curb and gutter shall be constructed with full depth construction expansion joints adjacent to catch basins, at cold joints, and at all returns. Weakened plane joints are required every 10 feet.
10. Sidewalks shall be constructed with full depth expansion joints every 20 feet, at cold joints, and adjacent to structures. Weakened plane joints shall be located every 5 feet. Joints in the sidewalk shall be aligned with curb joints, as nearly as practical.

EROSION & SEDIMENT CONTROL NOTES:

1. Temporary erosion control and water pollution measures shall be installed, in accordance with the plans and accepted best management practices. Adjustments to accommodate differing field conditions shall be made, as necessary, throughout the construction process. At no time, will silt and/or debris be allowed to drain into an existing or newly installed facility.
2. Topsoil shall be placed within street side planting strips at a depth of 4-inches (min).
3. The Contractor shall maintain the streets, sidewalks, and all other public rights-of-way in a clean, safe and useable condition. All soil, rock, or construction debris shall be promptly removed from the publicly owned property during construction, and upon completion of the project. All adjacent property; private or public, shall be maintained in a clean, safe and useable condition.

EARTHWORK AND GRADING NOTES:

1. All cuts and fills shall be confined to the limits indicated within the plans.
2. The Contractor shall ensure that all temporary slopes are stable and that appropriate erosion measures are in place and maintained.
3. Groundwater or unanticipated geologic conditions shall be reported to the Engineer of Record for assessment and recommendations.
4. Compaction shall be performed in accordance with ISPWC requirements. All compaction efforts shall be monitored and tested by an experienced Soil Technician representing the Contractor.
5. Earthwork and grading shall be performed in accordance with ISPWC requirements. All earthwork and grading shall be monitored and tested by a qualified Soil Technician representing the Contractor.
6. Clear and grub to the limits shown on the plans. Remove all debris, trees, stumps, brush, roots, organic soil, existing fill or any other deleterious material as indicated. Onsite disposal of organic materials is not allowed.
7. Engineered fills shall conform to the requirements of the ISPWC and approved plans.
8. Boulders and cobbles greater than 6 inches appearing in the excavation to a depth of at least 4 inches below subgrade shall be removed.
9. All fill material shall be moisture conditioned to within 2% of the optimum moisture, prior to placement. Lifts shall not exceed eight inches. All fill shall be compacted to at least 90% of Modified Proctor (ASTM D-1557, AASHTO T-180), with the top 12 inches within the roadway prism compacted to 95% of the modified proctor. Material too coarse to test per the specified standards shall be placed in controlled lifts under a performance based method, as outlined within ISPWC.
10. Embankments shall not be constructed on frozen or snow-covered ground, or with frozen materials.
11. In the event that any unforeseen conditions not covered by these notes are encountered during grading operations, the Engineer of Record shall be immediately notified in order to provide guidance to Contractor.



CONSTRUCTION DRAWINGS

1"
SCALE: (11X17 ONLY)

PROJECT NO: GS025-17
DRAWN BY: C. SMITH
CHECKED BY: D. TADIC
DATE: 03.24.2026

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REVISIONS

NO.	DATE	DESCRIPTION

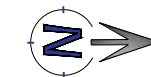
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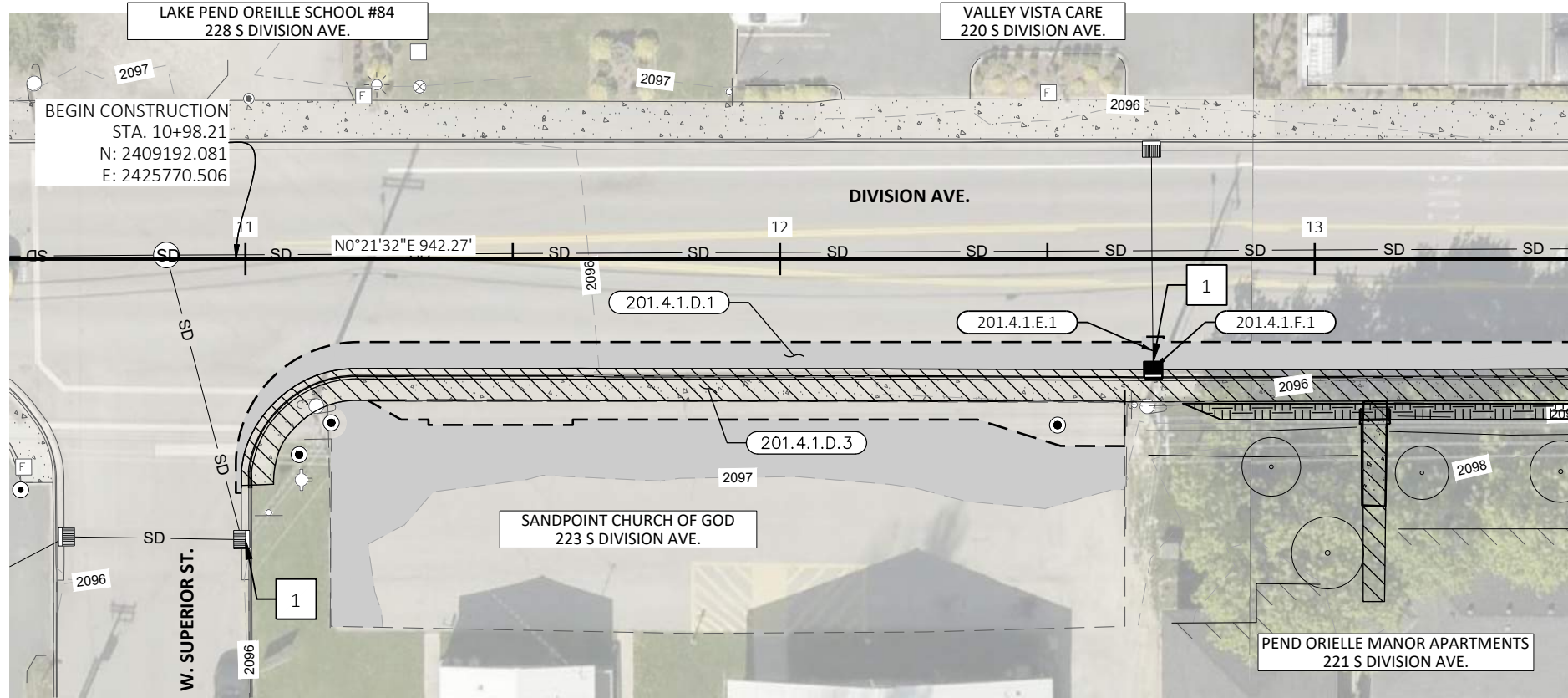
SHEET: 3 OF 15



DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY
DEMOLITION PLAN



SCALE 1"=30'



MATCHLINE - STA: 13+50

201.4.1.B.1 CLEARING AND GRUBBING
20 CY STA 12+75.3 - 14+01.1 RT
10 CY STA 14+73.6 - 15+33.4 RT
1 CY STA 16+40.7 - 16+50.0 RT

201.4.1.D.1 REMOVAL OF EXISTING ASPHALT PAVEMENT
442.2 SY STA 10+97.7 - 16+50.0 RT

201.4.1.D.3 REMOVAL OF EXISTING CONCRETE
265.2 SY STA 10+99.3 - 14+23.8 RT
131.3 SY STA 14+56.6 - 16+50.0 RT

201.4.1.E.1 REMOVAL OF EXISTING STORM PIPE
4.0 LF STA 12+69.7 RT
2.0 LF STA 14+39.9 RT
10.0 LF STA 14+48.5 RT
10.0 LF STA 14+31.2 RT

201.4.1.E.3 REMOVAL OF EXISTING FENCE
95 LF STA 15+12.8 - 16+07.5 RT

201.4.1.F.1 REMOVAL OF EXISTING CATCH BASIN
1.0 EA STA 12+69.9, 20.87' RT
1.0 EA STA 14+21.8, 34.19' RT
1.0 EA STA 14+58.1, 35.71' RT

1106.4.1.A.1 REMOVAL OF PAVEMENT MARKINGS
PROJECT WIDE LS

LEGEND:

CLEARING AND GRUBBING

REMOVAL OF ASPHALT

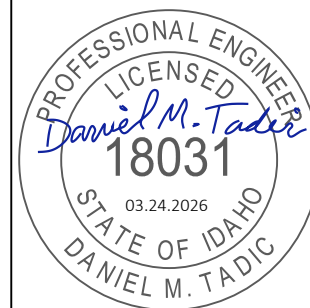
REMOVAL OF CONCRETE

SAWCUT

1 SEDIMENT CONTROL
SEE DETAIL SHEET 11

2 REMOVE & RESET - BY CITY

NOTE:
SAWCUT & REMOVAL OF ASPHALT SHOWN ON PLAN IS THE LIMIT OF PAY. OWNER WILL NOT PAY FOR ADDITIONAL ASPHALT REMOVAL UNLESS AGREED TO IN WRITING.



CONSTRUCTION DRAWINGS

SCALE: (11X17 ONLY)
PROJECT NO: GS025-17
DRAWN BY: C. SMITH
CHECKED BY: D. TADIC
DATE: 03.24.2026
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REVISIONS

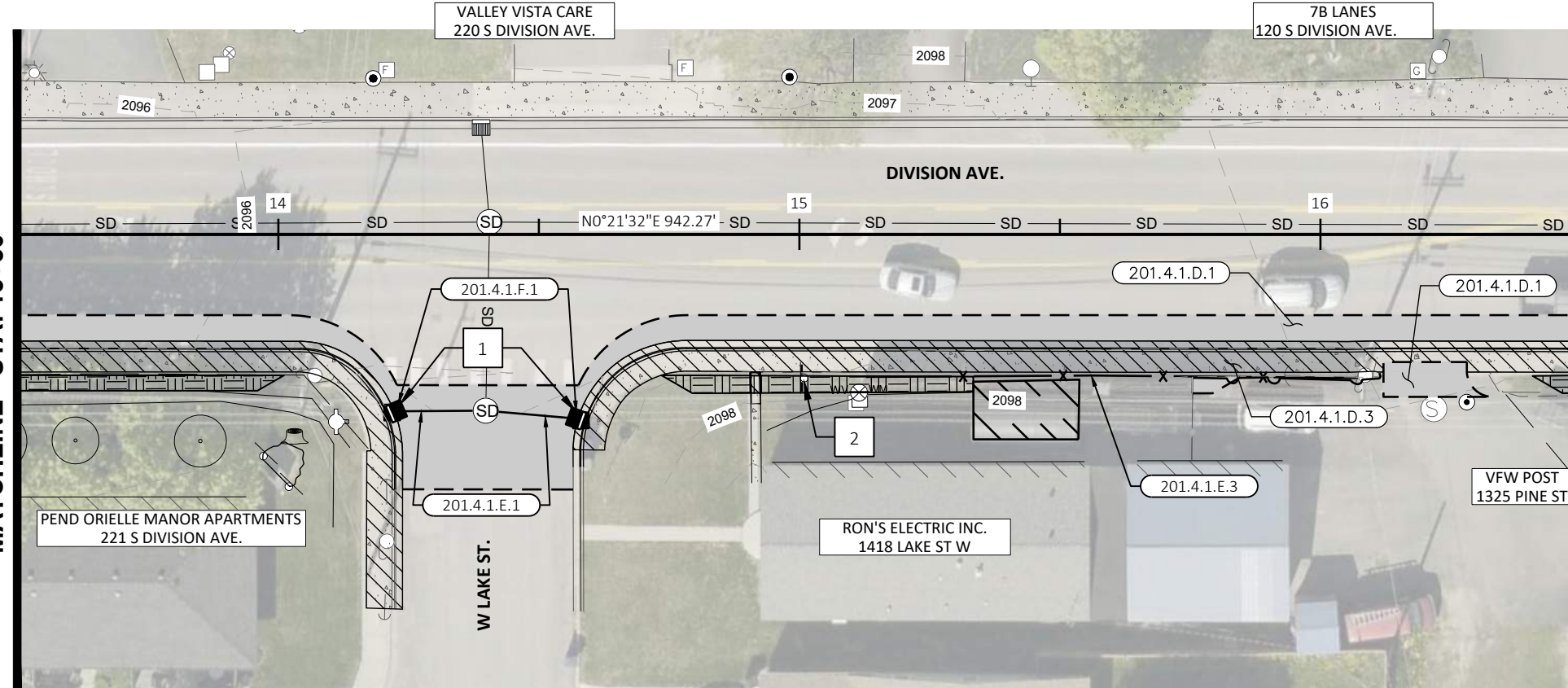
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SHEET: 4 OF 15

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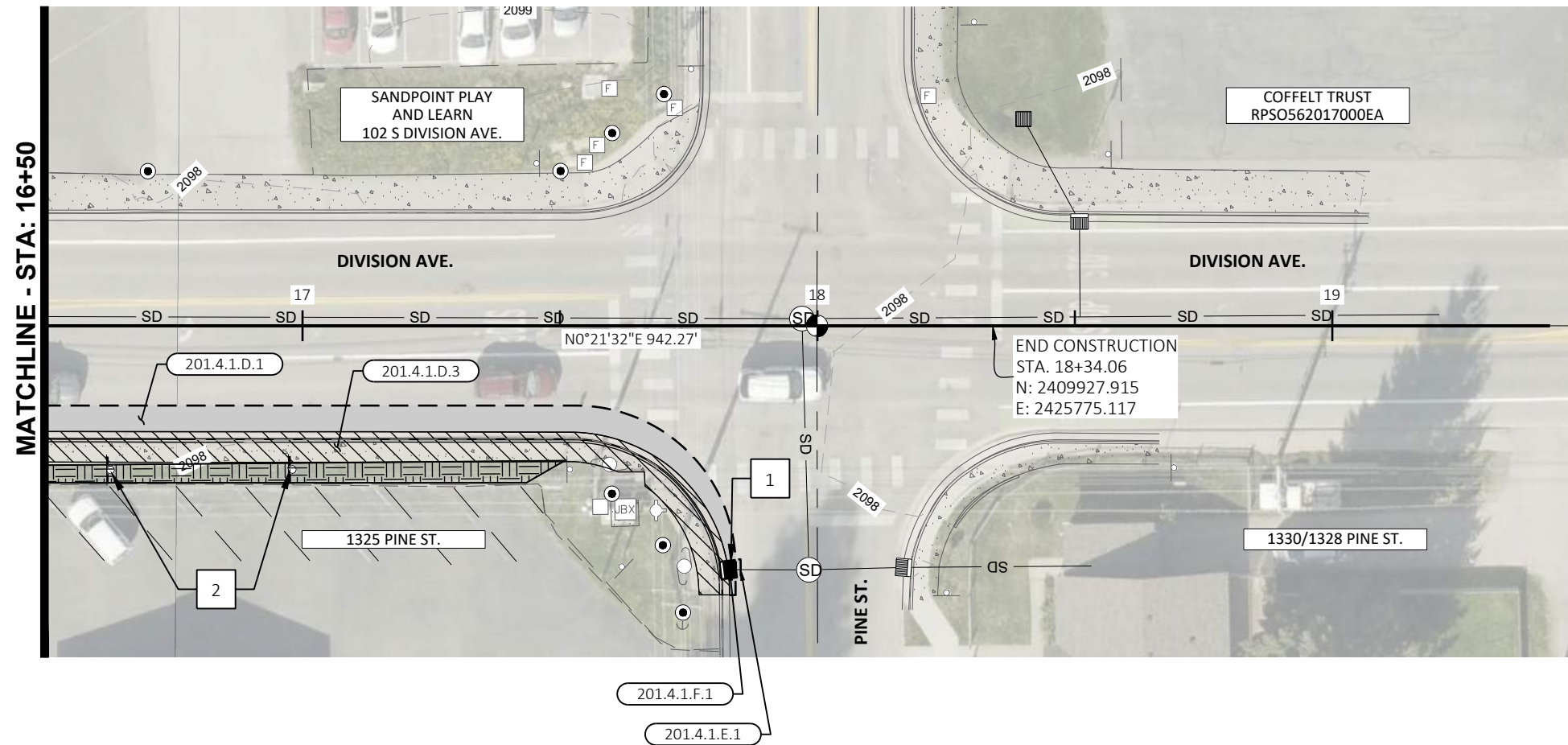
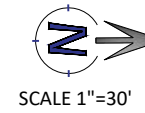


MATCHLINE - STA: 16+50

MATCHLINE - STA: 13+50







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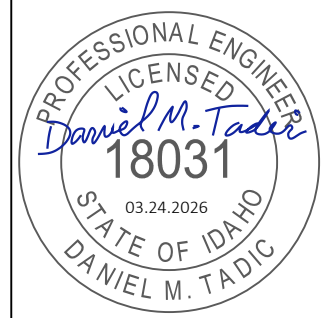
- 201.4.1.B.1 CLEARING AND GRUBBING
21 CY STA 16+50.0 – 17+50.9 RT
- 201.4.1.D.1 REMOVAL OF EXISTING ASPHALT PAVEMENT
80.4 SY STA 16+50.0 – 17+84.6 RT
- 201.4.1.D.3 REMOVAL OF EXISTING CONCRETE
95.3 SY STA 16+50.0 – 17+82.92 RT
- 201.4.1.E.1 REMOVAL OF EXISTING STORM PIPE
2.0 LF STA 17+84.6 RT
- 201.4.1.F.1 REMOVAL OF EXISTING CATCH BASIN
1.0 EA STA 17+82.7, 47.39' RT
- 1106.4.1.A.1 REMOVAL OF PAVEMENT MARKINGS
PROJECT WIDE LS

LEGEND:

-  CLEARING AND GRUBBING
-  REMOVAL OF ASPHALT
-  REMOVAL OF CONCRETE
-  SAWCUT
-  1 SEDIMENT CONTROL
SEE DETAIL SHEET 11
-  2 REMOVE & RESET – BY CITY

NOTE:
SAWCUT & REMOVAL OF ASPHALT SHOWN ON PLAN IS THE LIMIT OF PAY. OWNER WILL NOT PAY FOR ADDITIONAL ASPHALT REMOVAL UNLESS AGREED TO IN WRITING.

DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY
DEMOLITION PLAN



CONSTRUCTION DRAWINGS

SCALE: (11X17 ONLY)
PROJECT NO: GS025-17
DRAWN BY: C. SMITH
CHECKED BY: D. TADIC
DATE: 03.24.2026

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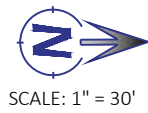
REVISIONS

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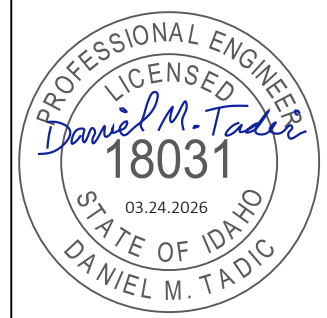
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SHEET: 5 OF 15

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**DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2**
 CITY OF SANDPOINT, IDAHO
 BONNER COUNTY
ROADWAY IMPROVEMENTS PLAN



**CONSTRUCTION
DRAWINGS**

1"
SCALE: (11X17 ONLY)

PROJECT NO: GS025-17
DRAWN BY: C. SMITH
CHECKED BY: D. TADIC
DATE: 03.24.2026

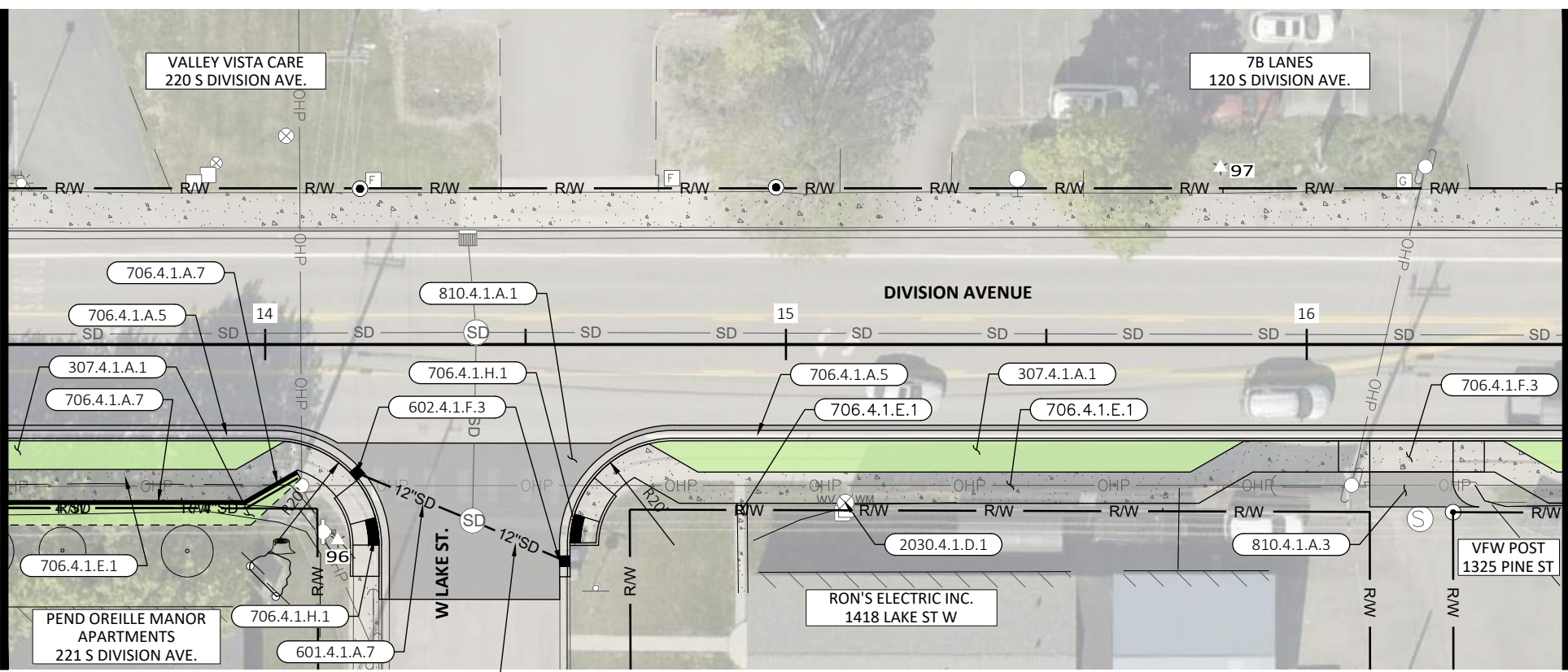
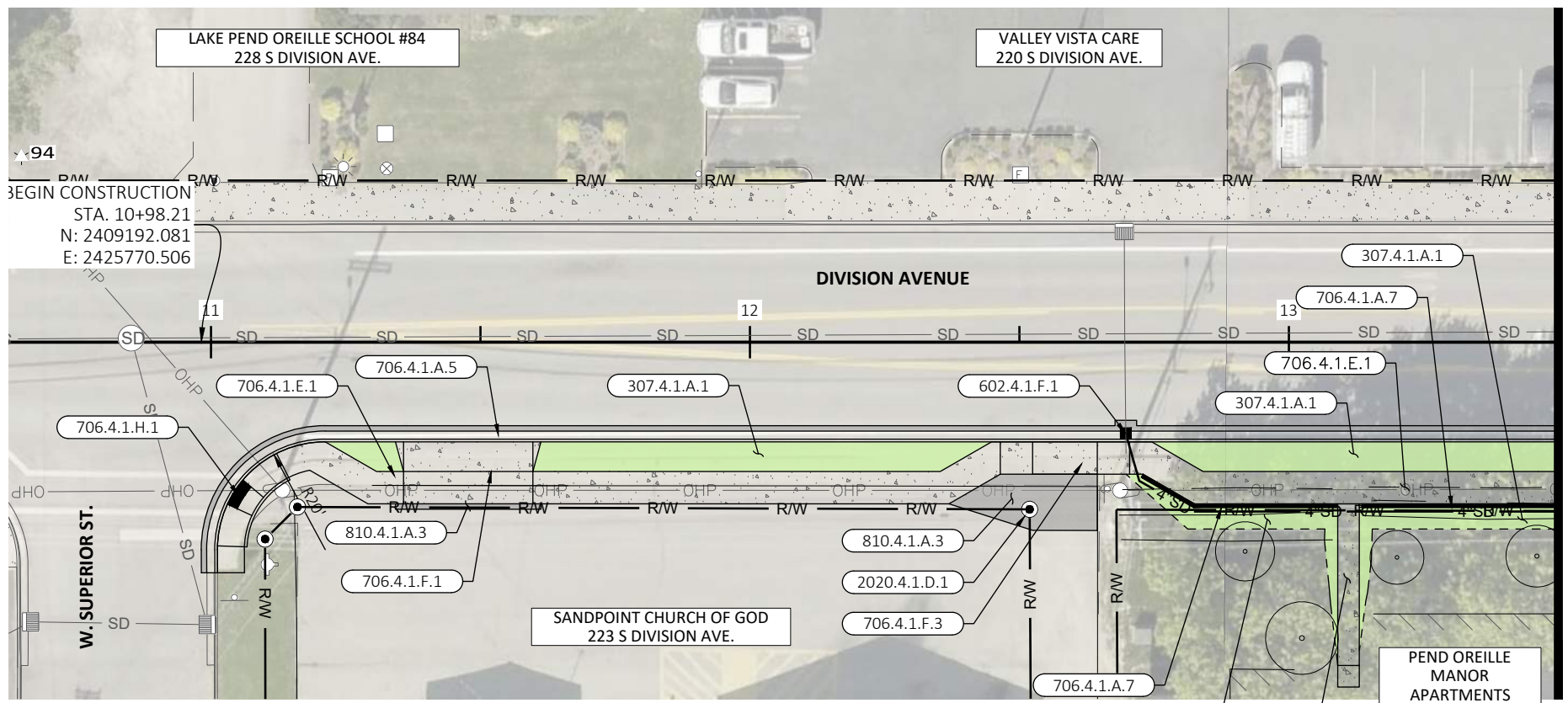
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NO.	DATE	DESCRIPTION

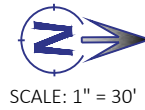
DRAWING:
6
SHEET: 6 OF 15

- 307.4.1.A.1 MISCELLANEOUS SURFACE RESTORATION (LANDSCAPING)
70 SY STA 11+21.2 – STA 12+44.8 RT
146 SY STA 12+74.6 – STA 14+05.9 RT
66 SY STA 14+73.7 – STA 15+88.1 RT
5 SY STA 16+37.7 – 16+50.0 RT
- 602.4.1.F.1 CATCH BASIN WSDOT TYPE 1 W/ COMBINATION INLET
1 EASTA 14+17.7, 24.7' RT
1 EA STA 14+56.5, 41.6' RT
- 602.4.1.F.3 CATCH BASIN WSDOT TYPE 1 W/ RECTANGULAR FRAME AND HERRIBONE GRATE
1 EA STA 12+69.8, 17.0' RT
- 706.4.1.A.5 STANDARD 6-INCH VERTICAL CURB & GUTTER
359 LF STA 10+99.2 – 14+23.8 RT
210 LF STA 14+56.6 – 16+50.0 RT
- 706.4.1.E.1 CONCRETE SIDEWALKS, THICKNESS 4"
241 SY STA 11+01.2 – STA 14+21.9 RT
134 SY STA 14+58.5 – STA 16+50.0 RT
- 706.4.1.F.1 CITY OF SANDPOINT CONCRETE DRIVEWAY A
32 SY STA 11+48.6 RT
- 706.4.1.F.3 CITY OF SANDPOINT CONCRETE DRIVEWAY B
16 SY STA 12+58.5 RT
19 SY STA 16+20.2 RT
- 706.4.1.H.1 PEDESTRIAN RAMP W/DETECTABLE WARNING DOMES TYPE G
11 SY STA 11+06.0 RT
11 SY STA 14+19.7 RT
8 SY STA 14+60.8 RT
- 810.4.1.A.1 PLANT MIX PAVEMENT 4"
181 SY STA 10+98.2 – 16+50.0 RT
- 810.4.1.A.3 PLANT MIX PAVEMENT 2.5"
4 SY STA 11+34.2 – STA 11+61.2 RT
25 SY STA 12+36.9 – STA 12+64.4 RT
12 SY STA 16+12.1 – STA 16+33.0 RT
- 2030.4.1.D.1 MISCELLANEOUS UTILITY, ADJUST TO GRADE
1 EA STA 15+11.5, 30.4' RT
- 2020.4.1.D.1 ADJUSTING EXISTING MONUMENTS TO GRADE
1 EA STA 12+50
- 601.4.1.A.7 12-INCH STORM DRAIN PIPE. CLASS AASHTO M 294 CORRUGATED POLYETHYLENE PIPE (CPP)
24 LF STA. 14+28
19 LF STA. 14+48
- 706.4.1.A.7 LOW PROFILE BARRIER CURB
37 LF STA. 12+72 TO STA. 13+09
92.5 LF STA. 13+13.5 TO STA. 14+06



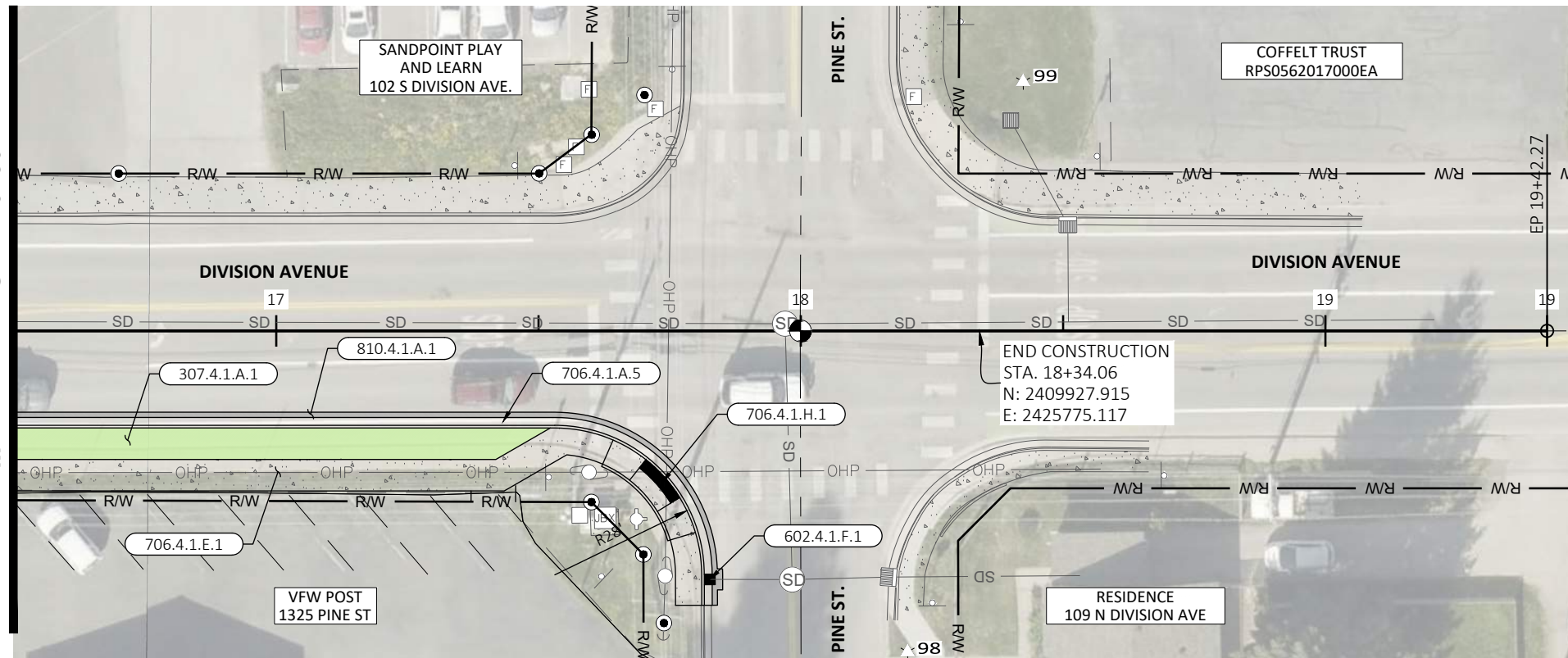
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7B LANES
120 S DIVISION AVE.

MATCHLINE - STA: 16+50



307.4.1.A.1 MISCELLANEOUS SURFACE RESTORATION (LANDSCAPING)
65 SY STA 16+50.0 – STA 17+52.3 RT

602.4.1.F.1 CATCH BASIN WSDOT TYPE 1 W/ COMBINATION INLET
1 EA STA 17+82.7, 47.4' RT

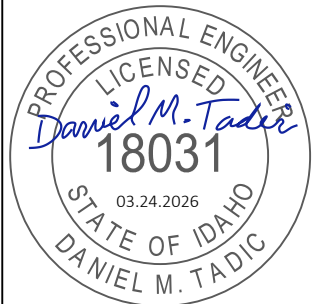
706.4.1.A.5 STANDARD 6-INCH VERTICAL CURB & GUTTER
154 LF STA 16+50.0 – STA 17+83.1 RT

706.4.1.E.1 CONCRETE SIDEWALKS, THICKNESS 4"
93 SY STA 16+50.0 – STA 17+81.1 RT

706.4.1.H.1 PEDESTRIAN RAMP W/ DETECTABLE WARNING DOMES TYPE G
13 SY STA 17+72.5 RT

810.4.1.A.3 PLANT MIX PAVEMENT 4"
19 SY STA 16+50.0 – STA 17+85.1

DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY
ROADWAY IMPROVEMENTS PLAN



CONSTRUCTION
DRAWINGS

1"
SCALE: (11X17 ONLY)

PROJECT NO: GS025-17
DRAWN BY: C. SMITH
CHECKED BY: D. TADIC
DATE: 03.24.2026

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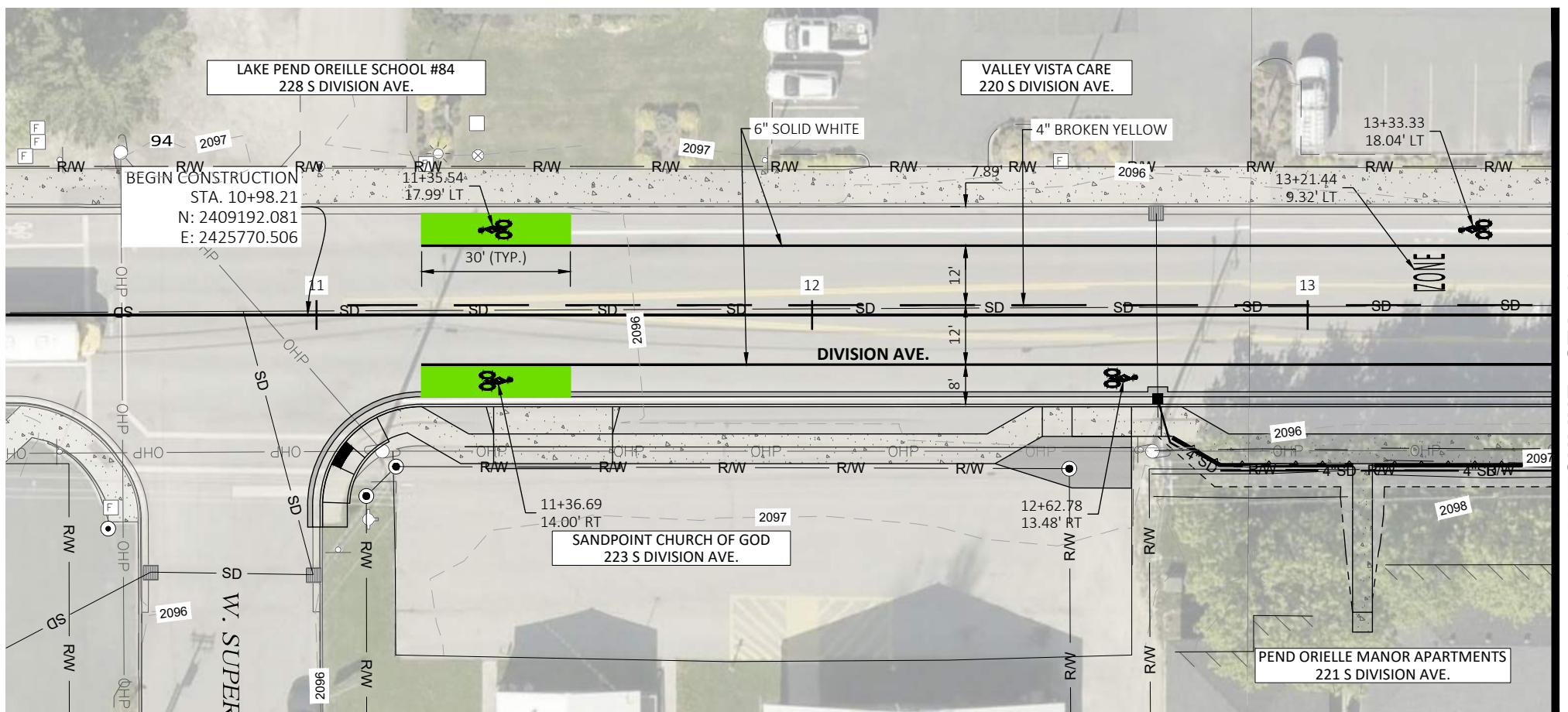
7

SHEET: 7 OF 15

58



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MATCHLINE - STA: 13+50



SCALE: 1" = 30'

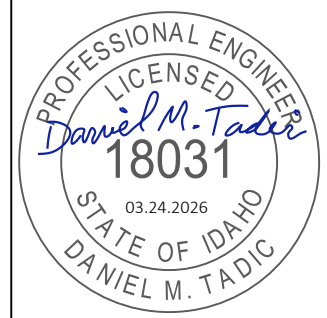
1104.4.1.A.1 PAVEMENT LINE PAINT OR PAINTED TRAFFIC MARKINGS
 1,391 SF STA 11+06.3 - STA 16+50.0

1104.4.1.A.3 THERMOPLASTIC PAVEMENT MARKINGS
 301 SF STA 11+06.3 - STA 16+50.0



476864 Highway 95, Suite 3
 Ponderay, ID 83852
 (208) 635-5825

DIVISION AVE. CORRIDOR
 IMPROVEMENTS PHASE 2
 CITY OF SANDPOINT, IDAHO
 BONNER COUNTY
 PAVEMENT MARKING PLAN



CONSTRUCTION
 DRAWINGS

SCALE: (11X17 ONLY)

PROJECT NO: GS025-17
 DRAWN BY: C. SMITH
 CHECKED BY: D. TADIC
 DATE: 03.24.2026

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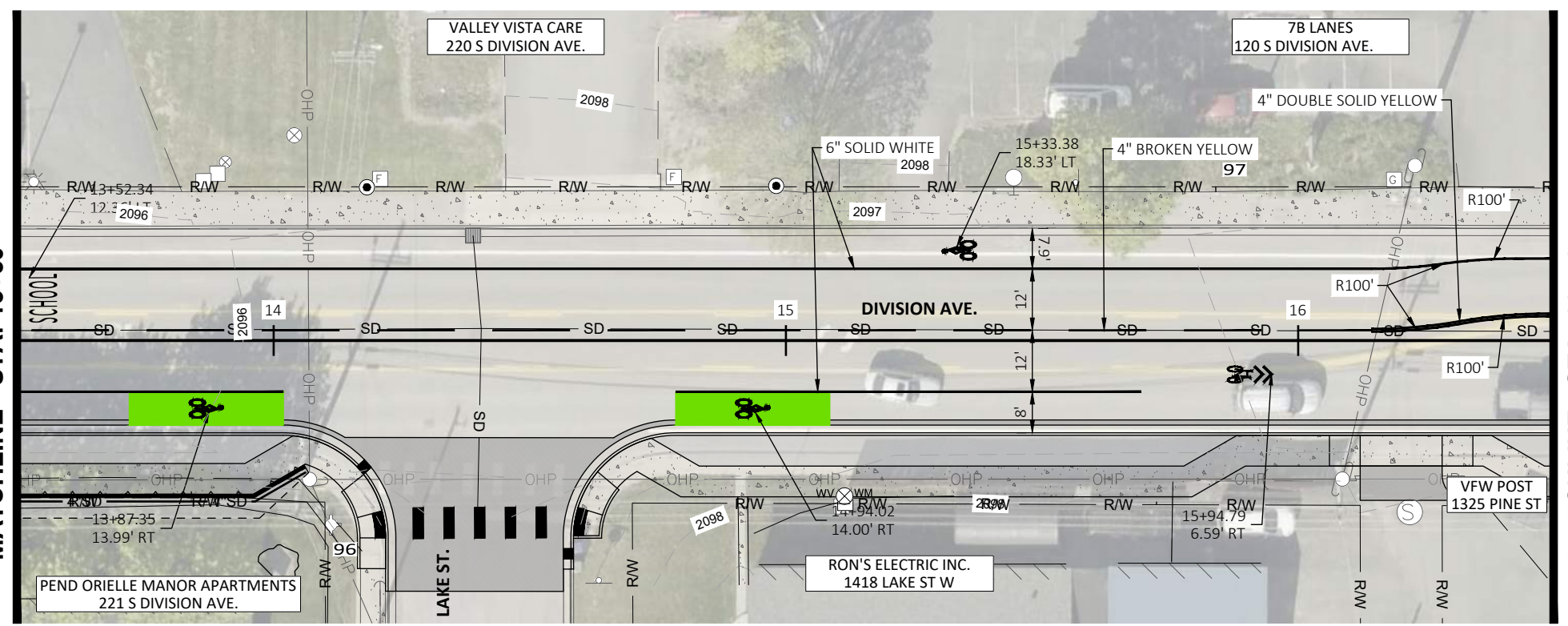
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DRAWING:

8

SHEET: 8 OF 15

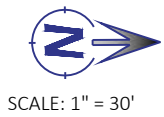
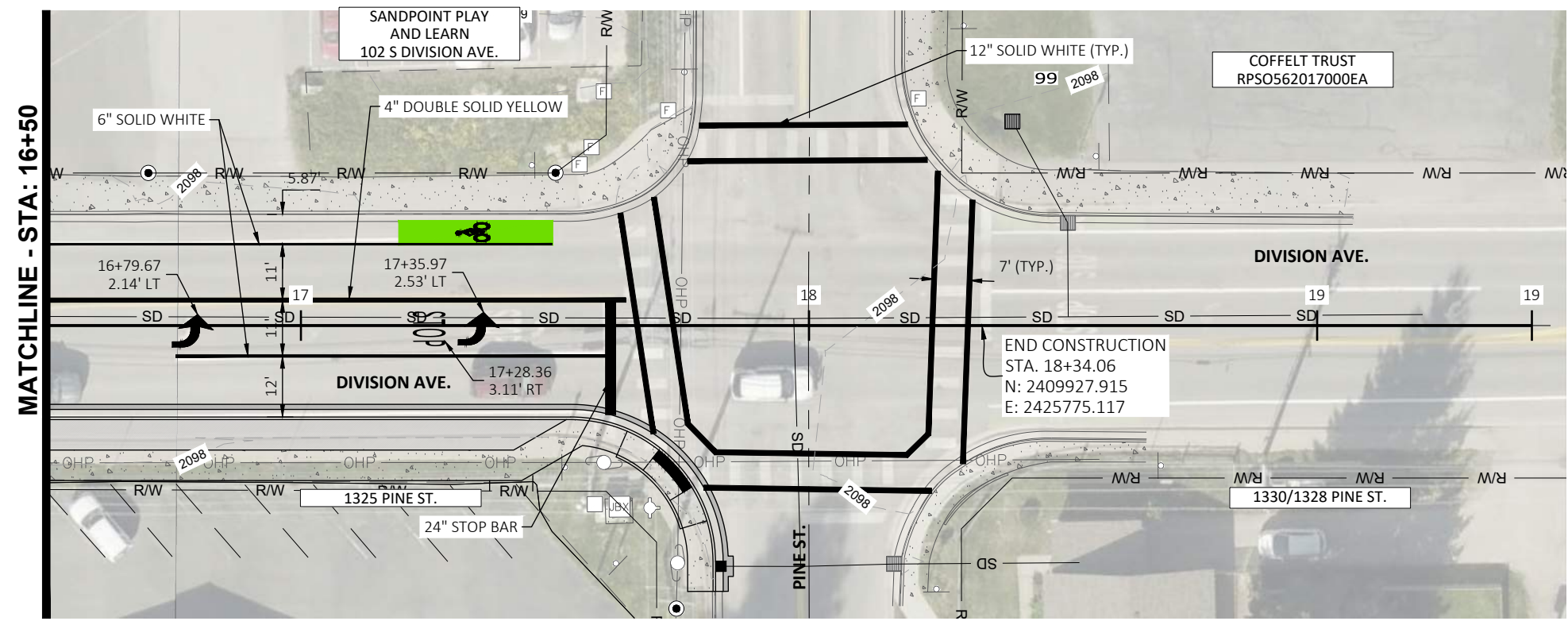
59



MATCHLINE - STA: 13+50

MATCHLINE - STA: 16+50

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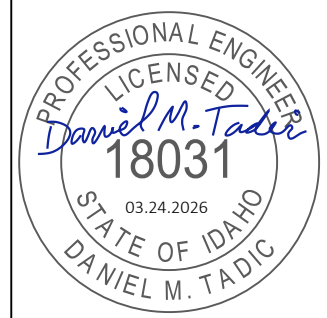
1104.4.1.A.1 PAVEMENT LINE PAINT OR PAINTED TRAFFIC MARKINGS
 364 SF STA 16+50.0 – STA 18+32.2

1104.4.1.A.3 THERMOPLASTIC PAVEMENT MARKINGS
 488 SF STA 16+50.0 – 18+32.2



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**DIVISION AVE. CORRIDOR
 IMPROVEMENTS PHASE 2**
 CITY OF SANDPOINT, IDAHO
 BONNER COUNTY
PAVEMENT MARKING PLAN



**CONSTRUCTION
 DRAWINGS**

1"
 SCALE: (11X17 ONLY)

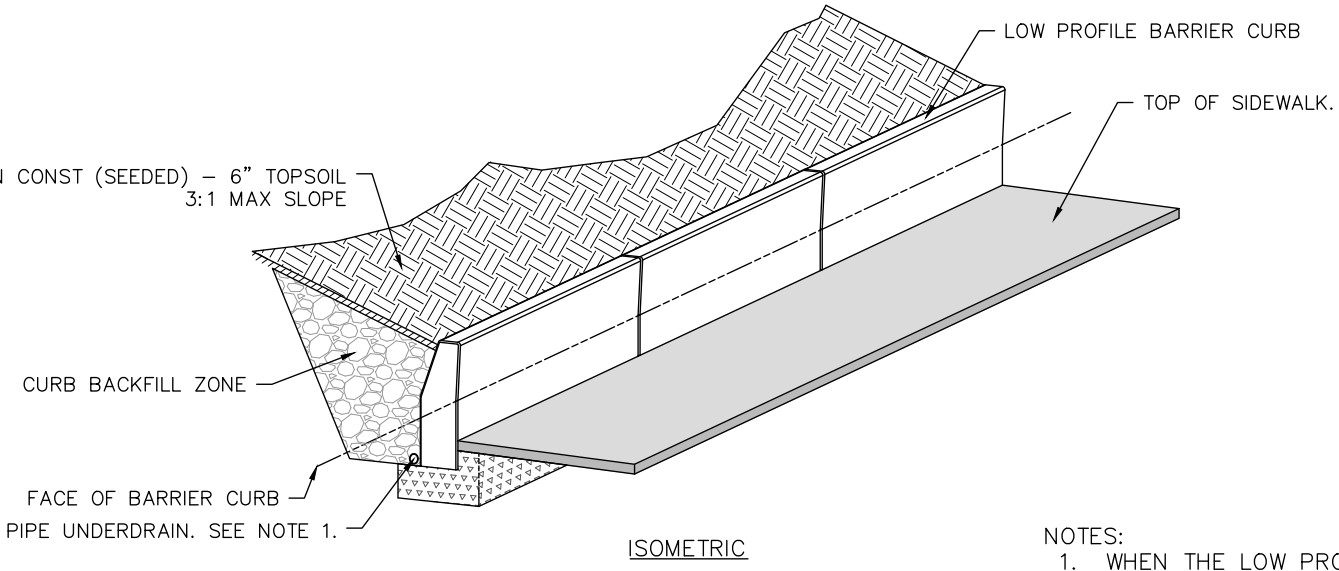
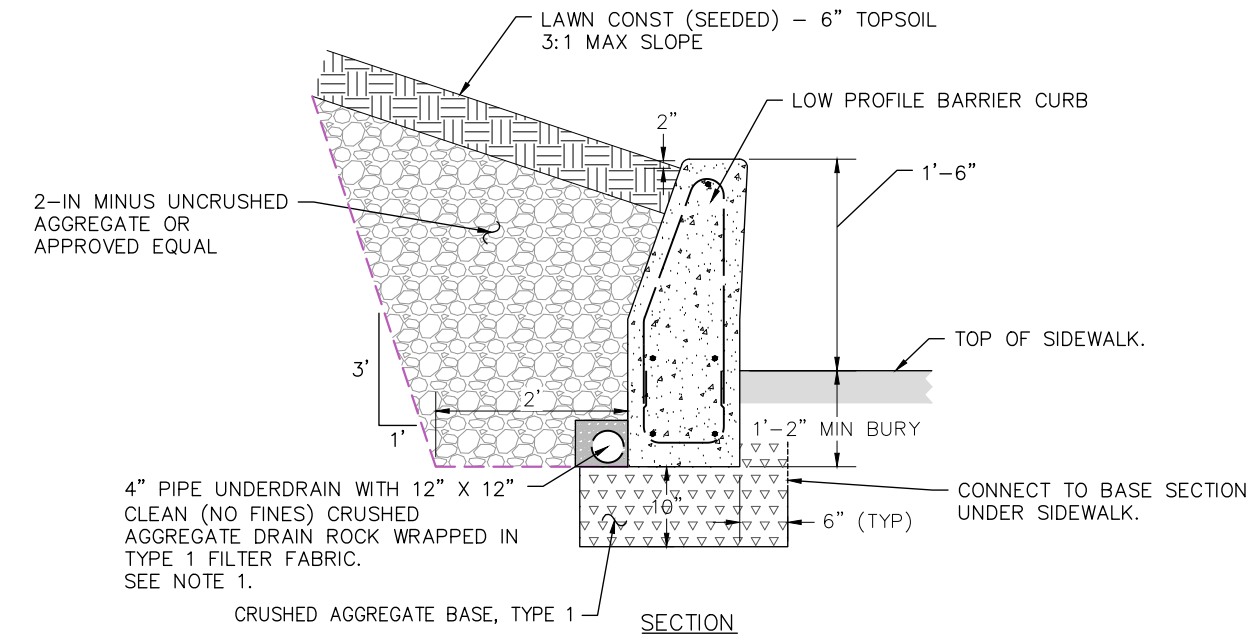
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REVISIONS

NO.	DATE	DESCRIPTION

DRAWING:
 9
 SHEET: 9 OF 15

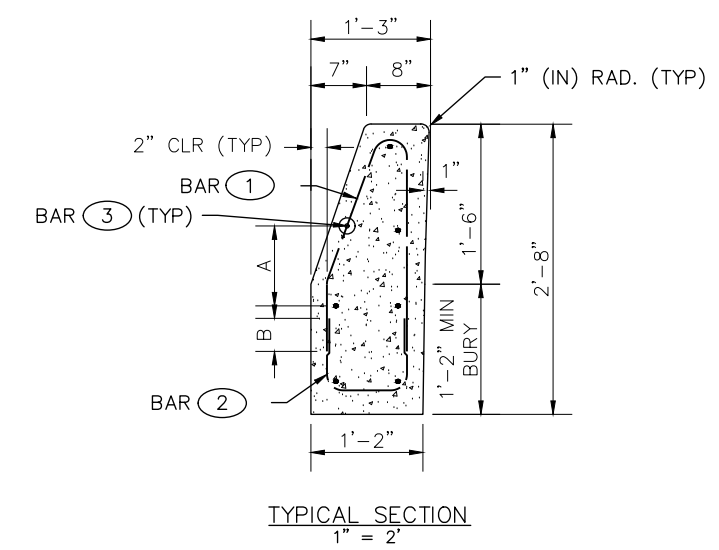


INSTALLATION

WHERE USED:
STA 12+72.61 - STA 13+09.05 RT
STA 13+13.53 - STA 14+06.25 RT

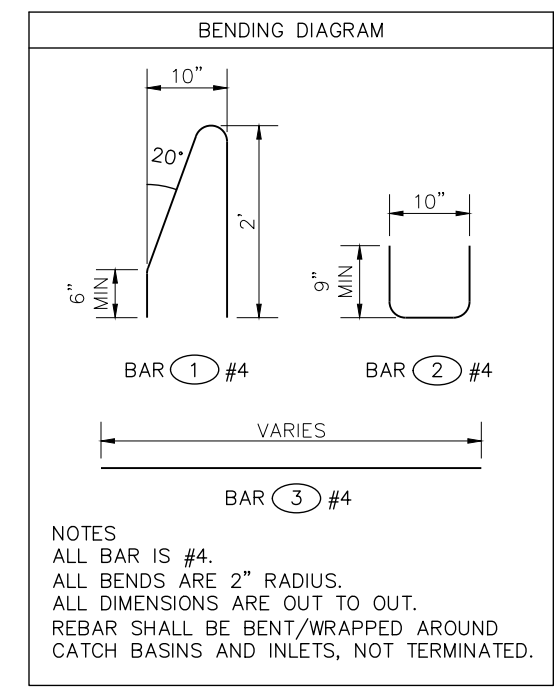
- NOTES:
1. WHEN THE LOW PROFILE BARRIER CURB TERMINATES, USE NON PERFORATED PIPE AND EXTEND THE PIPE UNDERDRAIN TO CONNECT DIRECTLY INTO AN INLET AS SPECIFIED ON THE PLANS. ENSURE POSITIVE DRAINAGE FROM THE PIPE UNDERDRAIN TO THE INLET.

LOW PROFILE BARRIER CURB INSTALLATION

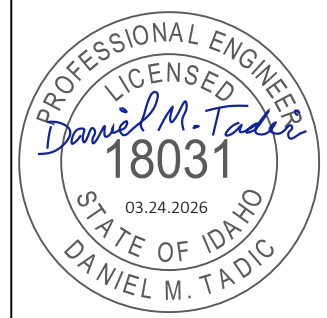


DIMENSION	NOTE	MIN
A	DISTANCE BETWEEN HORIZONTAL BAR 3	**SEE NOTE
B	OVERLAP BETWEEN BAR 1 AND BAR 2	6"

** MINIMUM OF 3 ROWS OF HORIZONTAL BAR REQUIRED, SET AT 2 EQUAL SPACES. MAXIMUM DISTANCE BETWEEN HORIZONTAL BARS SHALL BE NO GREATER THAN 11" (IN).



- NOTES:
ALL BAR IS #4.
ALL BENDS ARE 2" RADIUS.
ALL DIMENSIONS ARE OUT TO OUT.
REBAR SHALL BE BENT/WRAPPED AROUND CATCH BASINS AND INLETS, NOT TERMINATED.



CONSTRUCTION DRAWINGS

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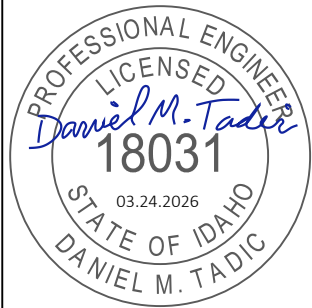
DRAWING:
10
SHEET: 10 OF 15

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DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY

DETAILS



CONSTRUCTION
DRAWINGS

SCALE: (11X17 ONLY)
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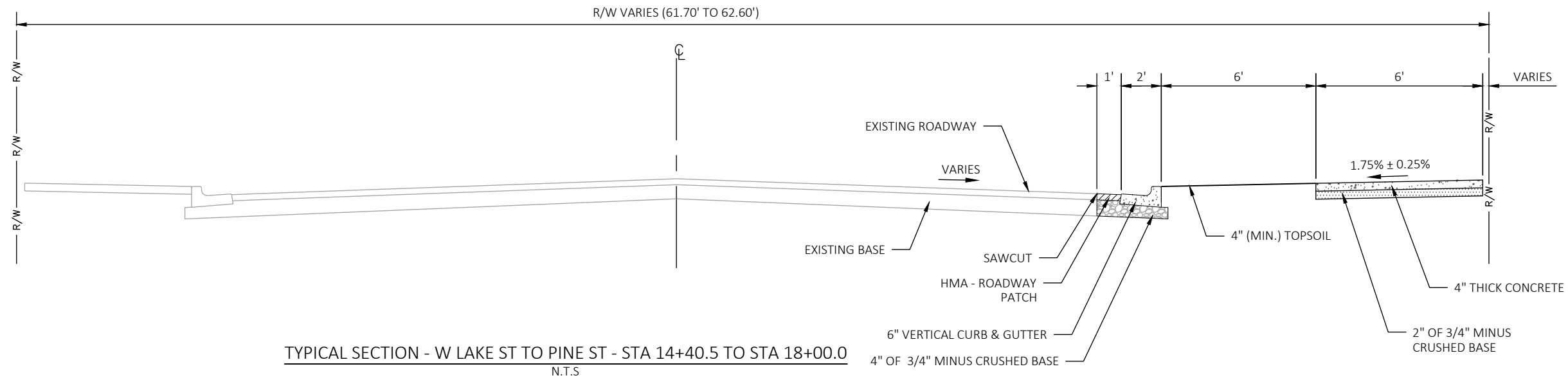
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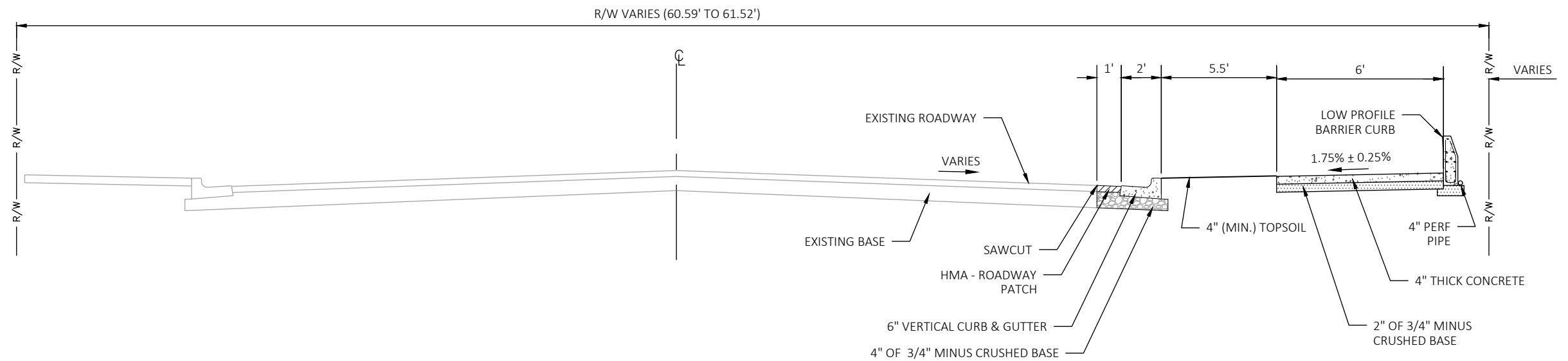
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SHEET: 11 OF 15

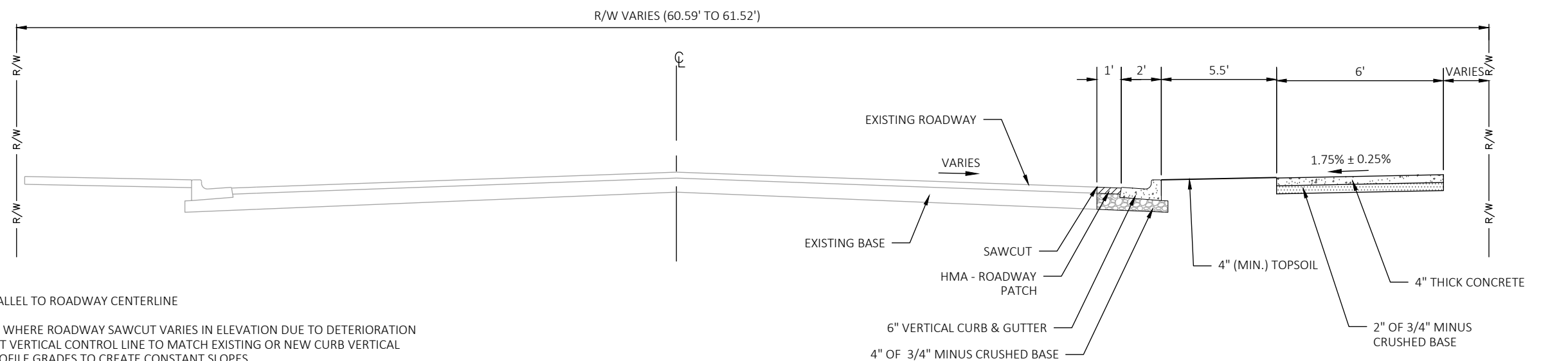
62



TYPICAL SECTION - W LAKE ST TO PINE ST - STA 14+40.5 TO STA 18+00.0
N.T.S



TYPICAL SECTION - SOUTH TO NORTH END OF CURB WALL - STA 12+72.6 TO STA 14+06.3
N.T.S



TYPICAL SECTION - W SUPERIOR ST TO W LAKE ST - STA 10+82.9 TO STA 12+72.6 AND STA 14+06.3 TO STA 14+40.5
N.T.S

NOTES:

1. SAWCUT PARALLEL TO ROADWAY CENTERLINE
2. IN INSTANCES WHERE ROADWAY SAWCUT VARIES IN ELEVATION DUE TO DETERIORATION OR RUTS; ADJUST VERTICAL CONTROL LINE TO MATCH EXISTING OR NEW CURB VERTICAL CURVES AND PROFILE GRADES TO CREATE CONSTANT SLOPES



DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY

DETAILS



CONSTRUCTION
DRAWINGS

1"
SCALE: (11X17 ONLY)

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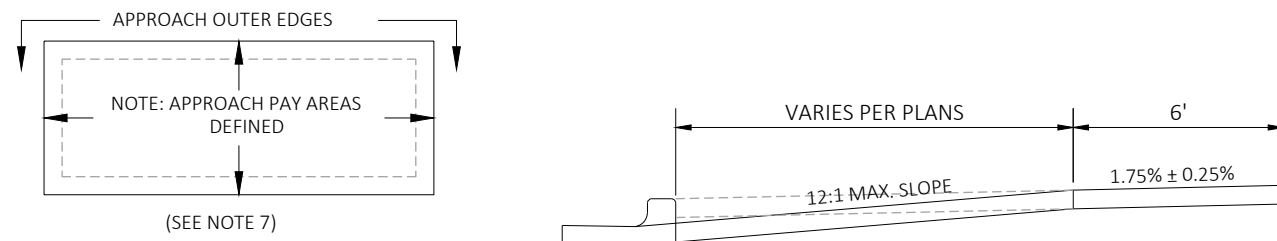
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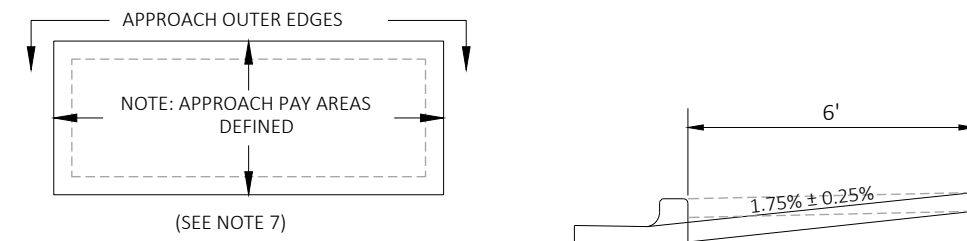
SHEET: 12 OF 15

63



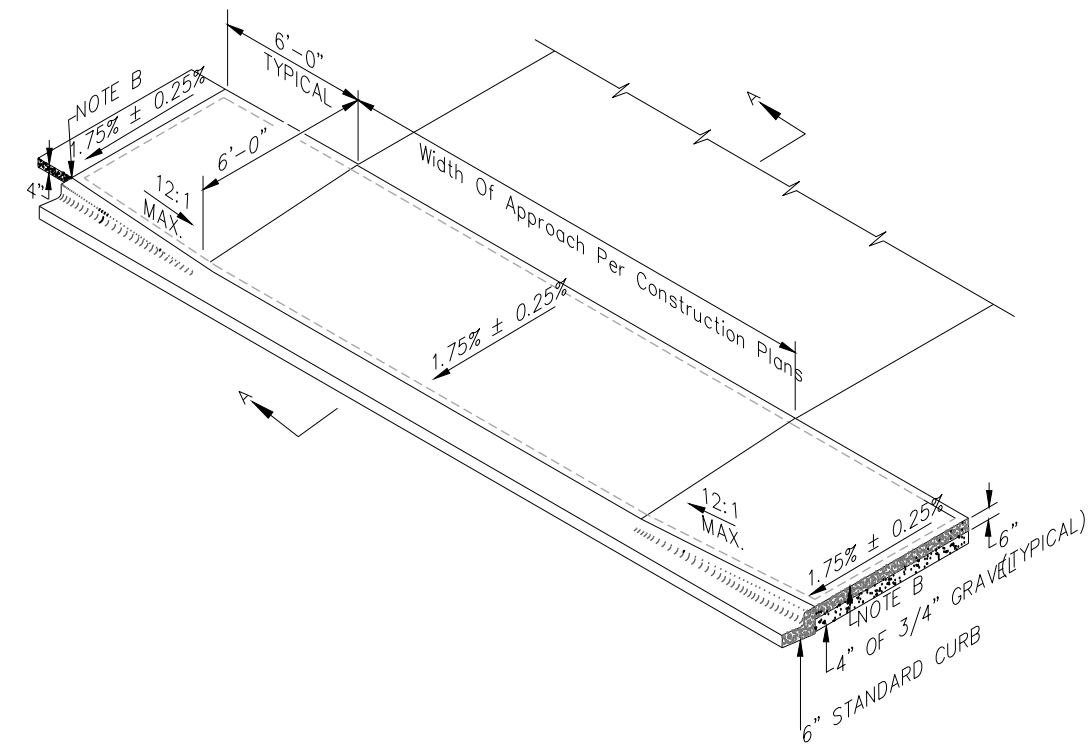
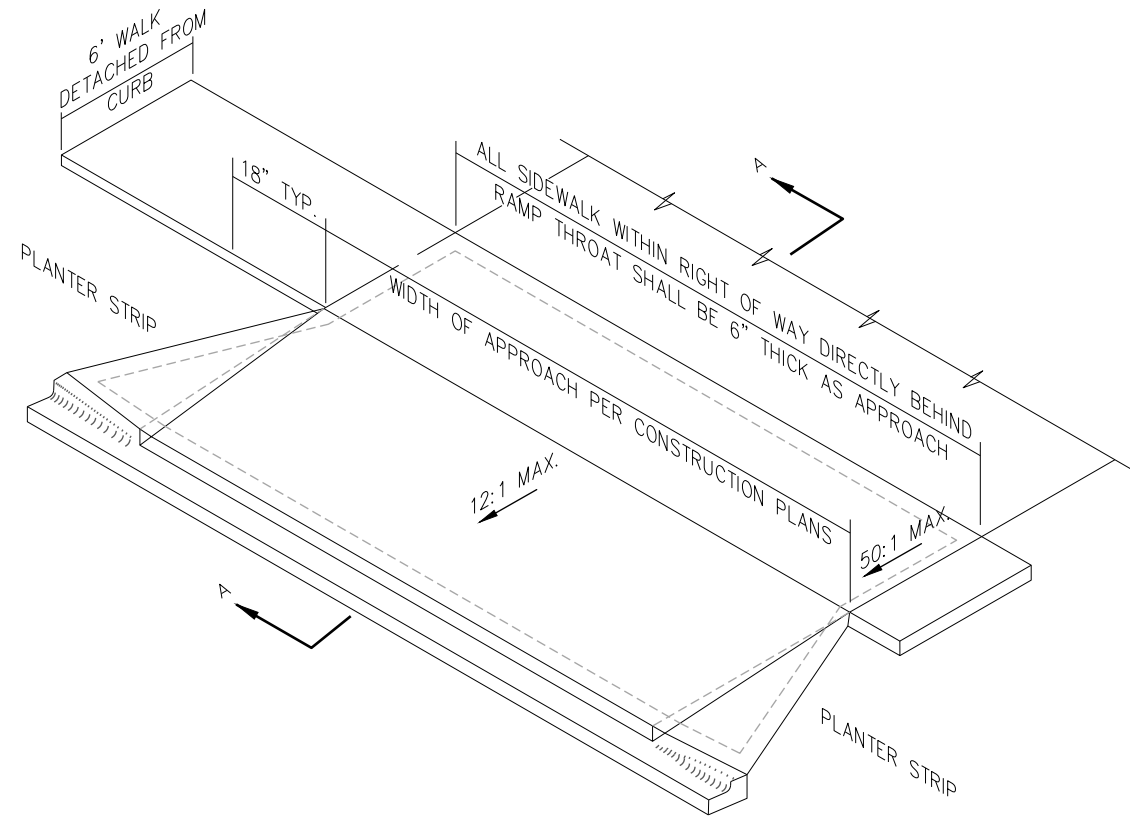
PAY QUANTITY DETAIL

SECTION A-A



PAY QUANTITY DETAIL

SECTION A-A



NOTES:

1. APPROACH TO CONFORM TO THE LATEST ADA STANDARDS.
2. INSTALL EXPANSION JOINT AT TIP OF APPROACH WINGS AND WHERE SIDEWALK CHANGES THICKNESS.
3. BASE TO BE A 4" THICKNESS OF 3/4" MINUS CRUSHED AGGREGATE PER SECTION - 802.
4. APPROACH THROAT WIDTHS SET BY POLICY AND APPLICATION. ALL CONCRETE TO BE 6" THICK FROM TIP OF WING TO TIP OF WING UP TO THE EXPANSION JOINT. WHEN SIDEWALK IS SEPARATE FROM CURB THE SIDEWALK IMMEDIATELY BEHIND THE APPROACH THROAT SHALL BE 6" THICK.
5. ALL CONCRETE SHALL BE CLASS 3000 PER SECTION - 703.
6. SIDEWALK WIDTH MAY VARY.
7. PAY QUANTITIES FOR URBAN APPROACHES SHALL INCLUDE THE APPROACH RAMP/DRIVEWAY AREA (TO INCLUDE SIDEWALK BEHIND APPROACH) AND THE APPROACH FLARES/WINGS.
8. 1/2" REBAR @ 18" O.C. BOTH WAYS IN 6" APRON & SIDEWALK IS REQUIRED, OR EQUIVALENT AS DETERMINED BY CITY.

CITY OF SANDPOINT STANDARD APPROACH TYPE A

N.T.S

NOTES:

1. APPROACH TO CONFORM TO THE LATEST ADA STANDARDS.
2. INSTALL EXPANSION JOINT AT TIP OF APPROACH WINGS AND WHERE SIDEWALK CHANGES THICKNESS.
3. BASE TO BE A 4" THICKNESS OF 3/4" MINUS CRUSHED AGGREGATE PER SECTION - 802.
4. APPROACH THROAT WIDTHS SET BY POLICY AND APPLICATION. ALL CONCRETE TO BE 6" THICK FROM TIP OF WING TO TIP OF WING UP TO THE EXPANSION JOINT.
5. ALL CONCRETE SHALL BE CLASS 3000 PER SECTION - 703.
6. SIDEWALK WIDTH MAY VARY.
7. PAY QUANTITIES FOR URBAN APPROACHES SHALL INCLUDE THE APPROACH RAMP/DRIVEWAY AREA (TO INCLUDE SIDEWALK BEHIND APPROACH) AND THE APPROACH FLARES/WINGS.
8. 1/2" REBAR @ 18" O.C. BOTH WAYS IN 6" APRON & SIDEWALK IS REQUIRED, OR EQUIVALENT AS DETERMINED BY CITY.

CITY OF SANDPOINT STANDARD APPROACH TYPE B

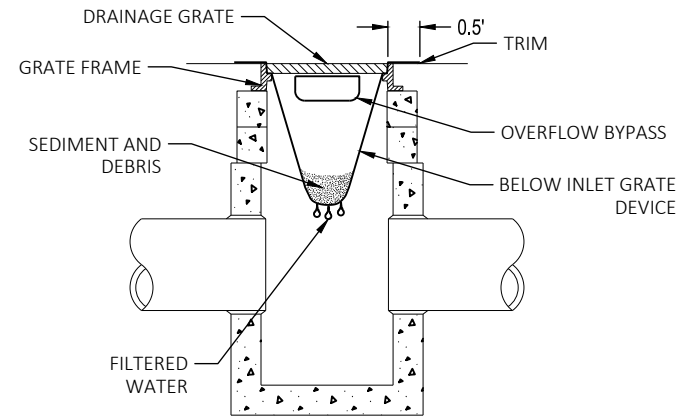
N.T.S

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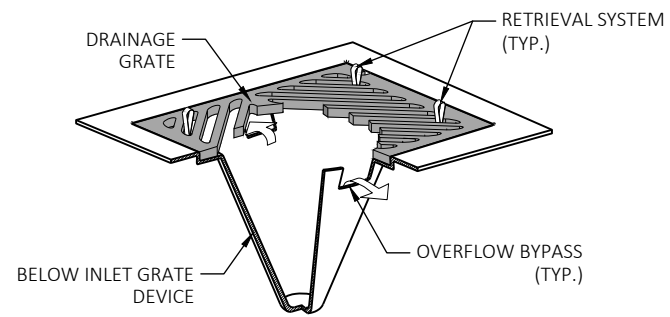


NOTES:

1. PLACE FILTER FABRIC BELOW THE GRATE WITH 0.5' MINIMUM TUCKED AROUND GRATE SIDES TO ENSURE THAT THE FILTER FABRIC IS SECURE.
2. SIZE THE BELOW INLET GRATE DEVICE (BIGD) FOR THE STORM WATER STRUCTURE IT WILL SERVICE.
3. THE BIGD SHALL HAVE A BUILT-IN HIGH-FLOW RELIEF SYSTEM (OVERFLOW BYPASS).
4. THE RETRIEVAL SYSTEM MUST ALLOW REMOVAL OF THE BIGD WITHOUT SPILLING THE COLLECTED MATERIAL.
5. PERFORM MAINTENANCE IN ACCORDANCE WITH BEST PRACTICES.



CATCH BASIN/INLET

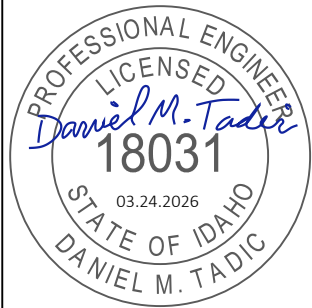


**BELOW INLET GRATE
DEVICE DETAIL**

TYPICAL INLET PROTECTION

NOT TO SCALE

DIVISION AVE. CORRIDOR
IMPROVEMENTS PHASE 2
CITY OF SANDPOINT, IDAHO
BONNER COUNTY
DETAILS



**CONSTRUCTION
DRAWINGS**

1"
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NO.	DATE	DESCRIPTION

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13

SHEET: 13 OF 15

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AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 26, 2026

MEETING DATE: April 1, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Deb Ruehle, Council President

SUBJECT: Approve the City of Sandpoint Council-Staff Communication Policy

DESCRIPTION/BACKGROUND:

This policy seeks to establish clear guidelines for communication and administrative direction between City Council members, City Directors, Legal Counsel, City Clerk, and the Mayor to ensure compliance with Idaho law and to promote efficient, transparent, and accountable governance.

This policy is being adopted under the authority of Idaho law, with particular reference to Idaho Code §§ 50-601 *et. seq.*, and 50-701 *et. seq.*, and the City's adopted mayor-council form of government. It is intended to clarify roles and does not expand, or limit authority granted by statute, charter, or ordinance.

The City Council acts only as a body through motions, resolutions, policies, or ordinances adopted at duly noticed public meetings. Individual Council Members have no independent authority to administer city staff or city operations. Day-to-day administration is the responsibility of the Mayor and City Directors, as provided by Idaho law. See Idaho Code § 50-602.

Directors and appointed officials serve the City by supporting both the legislative and executive branches of municipal government. While they operate with professional independence in carrying out their assigned duties, they do so within the framework of authority established by Idaho law and City Council policy.

Council Members have the right to information necessary to fulfill their responsibilities. Council Members, Directors, Legal Counsel and appointed staff may communicate directly, without notice to the Mayor, for purposes outlined in the policy. This communication is informational only.

This policy also addresses agenda items and the flow for promoting efficiency as well as providing a mechanism for comments by Directors and Legal Counsel that would be included in packet materials and would not require Mayor approval for the added comments. The intent of this is further outlined in attached policy but includes ensuring Council, Mayor, and staff are fully informed, more efficient Council meetings, and ensure transparency.

This policy also provides City personnel, including the Mayor, Council Members, Directors, appointed officials, employees, and board or committee members, the ability to contact Legal Counsel as necessary.

The policy also addresses the role of Council and includes prohibited or restricted communications and additionally provides information on the role of the Mayor and Director responsibilities. This policy provides for direct communication with Directors in cases of an imminent threat to public health or safety emergency.

Finally, this policy addresses procedures for requesting email and other electronic communications of current City employees, unrelated to an active personnel investigation, as well as other legitimate reasons as outlined in the policy.

STAFF RECOMMENDATION:

Staff recommends City Council consider approval of the City of Sandpoint Council – Staff Communication Policy.

ACTION:

City Council approval of the City of Sandpoint – Staff Communication Policy.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- 1. Proposed Resolution
- 2. Draft City of Sandpoint Council-Staff Communication Policy

No: 26-
Date: April 1, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: COUNCIL-STAFF COMMUNICATION POLICY

- WHEREAS: The City Council seeks to establish clear guidelines for communication and administrative direction between City Council members, City Directors, Legal Counsel, the City Clerk, and the Mayor to ensure compliance with Idaho law and promote efficient, transparent, and accountable governance;
- WHEREAS: This policy is adopted under the authority of Idaho law, including but not limited to Idaho Code §§ 50-601 et seq. and 50-701 et seq., and is consistent with the City's adopted mayor-council form of government;
- WHEREAS: This policy is intended solely to clarify roles and responsibilities and shall not expand or limit any authority granted by statute, charter, or ordinance;
- WHEREAS: The City Council acts only as a body through motions, resolutions, policies, or ordinances adopted at duly noticed public meetings, and individual Council Members have no independent authority to administer City staff or operations;
- WHEREAS: Day-to-day administration of the City is the responsibility of the Mayor and City Directors, as provided by Idaho law, including Idaho Code § 50-602;
- WHEREAS: City Directors and appointed officials serve the City by supporting both the legislative and executive branches of municipal government and operate with professional independence within the framework established by Idaho law and City Council policy;
- WHEREAS: Council Members are entitled to access information necessary to fulfill their official duties, and may communicate directly with Directors, Legal Counsel, and appointed staff for informational purposes as outlined in this policy, without notice to the Mayor;
- WHEREAS: This policy establishes procedures related to agenda items and promotes efficient workflow, including allowing Directors and Legal Counsel to provide comments in Council packet materials without requiring prior approval from the Mayor, in order to ensure that Council Members, the Mayor, and staff are fully informed and that meetings are conducted efficiently and transparently;

WHEREAS: This policy affirms that City personnel, including the Mayor, Council Members, Directors, appointed officials, employees, and board or committee members, may contact Legal Counsel as necessary;

WHEREAS: This policy further defines the roles of the City Council, Mayor, and Directors, including identifying prohibited or restricted communications, while also allowing direct communication with Directors in cases of imminent threats to public health or safety emergencies; and

WHEREAS: This policy establishes procedures for requesting access to email and other electronic communications of current City employees, unrelated to active personnel investigations, and for other legitimate purposes as outlined herein.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint City Council hereby adopts the Communication and Administrative Direction Policy attached hereto and incorporated herein by reference. This policy shall take effect immediately upon adoption and shall remain in effect until amended or repealed by the City Council.

Deb Ruehle, Council President

ATTEST:

Meri Jane Bohn, City Clerk

City of Sandpoint
Memorandum

To: City Legal Counsel, Department Directors

From: Office of the Mayor

Date: March 2026

Re: Council–Staff Communication Policy – Executive Function, Organizational Clarity, and Operational Efficiency

The current draft of the Council–Staff Communication Policy reflects a thoughtful effort to improve transparency, access to information, and coordination between the legislative and administrative functions of the City.

Those objectives are important and supported.

The purpose of this memorandum is to identify several structural and operational considerations to ensure the policy aligns with Idaho law, preserves clear lines of authority, and supports efficient and accountable delivery of City services.

Clarity of Administrative Authority

Sandpoint operates under a mayor–council form of government. Under **Idaho Code § 50-602**, the Mayor is charged with *superintending control over the officers and affairs of the City* and is responsible for the administration of City operations through Department Directors.

This structure establishes a clear distinction:

- The **City Council**, acting as a body, establishes policy, adopts ordinances, and approves budgets
- The **Mayor**, as the elected executive, is responsible for implementing that policy and directing City operations

This separation is essential to ensure:

- Clear accountability
- Consistent administrative direction
- Effective execution of Council-adopted policy

Maintaining this distinction is particularly important given that the Mayor is elected to perform an executive function that is fundamentally different from the legislative role of individual Council Members.

Concern 1: Risk of Dual Direction to Directors

Several provisions in the draft—particularly those allowing direct, uncoordinated communication between Council Members and Directors, and direct submission of staff comments to Council—create the potential for dual or competing lines of influence.

Even where communications are described as “informational,” in practice:

- Repeated interaction can shape priorities
- Informal requests can be perceived as expectations
- Directors may feel pressure to respond to multiple authorities

This places Directors in a position of divided responsibility—responding to informal legislative input while remaining accountable to the executive branch for operational performance.

Over time, this can result in:

- Fragmented work programs
- Inconsistent implementation of policy
- Reduced organizational clarity

A well-functioning organization depends on Directors receiving clear and unified administrative direction through the executive branch.

What This Looks Like in Practice

- **Policy Drift Without Council Action**
Two or three Council Members begin engaging Directors on a preferred policy direction—such as changes to parking strategy, housing approach, or enforcement posture. While no formal Council action has occurred, staff begin adjusting analysis or implementation in response, resulting in a de facto policy shift without majority approval.
- **Capital Project Reorientation Midstream**
During major efforts such as the wastewater treatment plant or street reconstruction, individual input from Council Members leads staff to explore or incorporate changes. This can introduce scope changes, budget implications, and misalignment with formally adopted direction.
- **Competing Strategic Signals to Staff and Stakeholders**
Different Council Members communicate differing priorities to Directors. Staff respond in parallel, resulting in inconsistent messaging to developers, partners, and the public.
- **Pre-Decisional Alignment Outside Public Process**
Staff begin evaluating or shaping concepts based on informal discussions before those ideas are publicly vetted, raising concerns about transparency and process integrity.

- **Fragmented Budget and Resource Allocation**

Staff time and resources shift toward emerging priorities that have not been formally adopted, reducing alignment with approved budgets and work programs.

Need for Full Administrative Visibility

Effective administration requires full situational awareness. The Mayor is responsible for coordinating City operations across departments, priorities, and external obligations.

Accordingly, it is essential that the Mayor is kept informed of emerging issues, ongoing concerns, and substantive policy or operational discussions involving Directors.

Without that visibility:

- Efforts may become fragmented or duplicative
- Departmental priorities may unintentionally conflict
- Opportunities for coordination and efficiency may be missed

The executive function depends on the ability to integrate information into a coherent, citywide approach.

Concern 2: Separation of Policy and Administration

Certain procedural elements—particularly in Section 5—blur the line between policy development and administrative execution.

Requiring Directors to:

- Review all non-consent agenda items
- Provide written comment directly to Council
- Participate in iterative feedback loops

This positions Directors as independent policy advisors rather than as members of a coordinated executive team responsible for implementation.

This creates structural ambiguity and risks diluting the statutory role of the Mayor.

Concern 3: Operational Efficiency

The proposed process introduces several inefficiencies:

- Mandatory routing of all action items to all Directors and Legal Counsel, regardless of relevance
- Multiple review cycles prior to agenda placement
- Parallel communication channels outside the executive structure

These processes will increase staff workload, slow agenda development, and reduce the ability to prioritize core service delivery. If desired, Councilors can always table an agenda item to request further information, so there is no need to require preemptive review and feedback for agenda items.

Concern 4: Legal Coordination and Fiscal Responsibility

The provision allowing all personnel to independently engage legal counsel introduces both coordination challenges and budgetary risk.

Legal services are a shared and finite public resource. Without structure, the City risks a “tragedy of the commons” scenario, where multiple individuals independently access legal counsel without visibility into cumulative cost or alignment with organizational priorities.

What This Looks Like in Practice

- Multiple independent legal inquiries on related issues
- Repetitive or overlapping legal analysis
- Legal review of preliminary concepts that may not advance
- Incremental cost increases outside budget expectations

Over time, this can result in:

- Unbudgeted legal expenditures
- Inefficient use of legal resources
- Fragmented or inconsistent legal guidance

Legal services, like other professional services, must be managed to ensure they are used strategically, consistently, and within adopted budget constraints.

Recommended Policy Refinements

To address these concerns while maintaining transparency and access:

Section 3 – Directors’ Role

Revise to:

“Directors serve within the executive branch and are responsible for implementing City Council policy under the administrative direction of the Mayor.”

Section 4 – Communications

Add:

“Directors shall keep the Mayor reasonably informed of substantive communications involving policy interpretation, operational concerns, or emerging issues.”

Section 5.D – Submission of Comments

Revise to:

“Comments shall be concurrently provided to the Mayor at the time of submission to the City Clerk.”

Section 5.B – Agenda Routing

Revise to:

“...shall be routed to relevant Directors and Legal Counsel, as determined by the Mayor or designee.”

Section 5.C – Director Review

Add:

“Director review shall be coordinated through the Mayor’s office to ensure consistency in administrative analysis and implementation.”

Section 6 – Legal Counsel

Revise to:

“Requests for legal services related to City operations, policy implementation, or administrative matters shall be coordinated through the Mayor or the Mayor’s designee to ensure consistency, efficient use of resources, and adherence to the City’s adopted budget.

Nothing in this section shall prohibit direct contact with Legal Counsel in circumstances involving alleged misconduct, impropriety, or conflict of interest involving the Mayor, or where independent legal consultation is otherwise required by law or ethical obligation.”

Clarification of Intent

These observations are not intended to limit Council access to information or restrict communication.

They are intended to ensure that:

- Administrative authority remains clear
- Directors are not placed in conflicting roles
- City operations remain efficient, coordinated, and accountable

Path Forward

These concerns can be addressed while preserving the intent of the policy.

The goal should be a framework that:

- Supports transparency and informed decision-making
- Maintains clear executive authority as required by Idaho law
- Protects Directors from conflicting expectations
- Ensures efficient and fiscally responsible operations

Continued collaboration between the Mayor's Office, Legal Counsel, and the City Council will be important to refining the policy in a way that achieves these objectives.

Closing

Clear roles, aligned authority, and disciplined processes are essential to effective municipal governance.

Refining this policy to reflect those principles will strengthen both the organization and the City's ability to serve its residents.

Jeremy Grimm



Mayor
City of Sandpoint

City of Sandpoint
Council-Staff Communication Policy
Revised Draft – March 2026

1. Purpose

This policy establishes clear guidelines for communication and administrative direction between City Council members, City Directors, Legal Counsel, City Clerk, and the Mayor to ensure compliance with Idaho law and to promote efficient, transparent, and accountable governance.

2. Authority

This policy is adopted under the authority of Idaho law, with particular reference to Idaho Code §§ 50-601 *et. seq.*, and 50-701 *et. seq.*, and the City's adopted mayor-council form of government. It is intended to clarify roles and does not expand, or limit authority granted by statute, charter, or ordinance.

3. Governing Principles

The City Council acts only as a body through motions, resolutions, policies, or ordinances adopted at duly noticed public meetings. Individual Council Members have no independent authority to administer city staff or city operations. Day-to-day administration is the responsibility of the Mayor and City Directors, as provided by Idaho law. *See* Idaho Code § 50-602.

Directors and appointed officials serve the City by supporting both the legislative and executive branches of municipal government. While they operate with professional independence in carrying out their assigned duties, they do so within the framework of authority established by Idaho law and City Council policy.

4. Communications Between Mayor, Council Members, Department Heads, Legal Counsel and Appointed Staff

Council Members have the right to information necessary to fulfill their responsibilities. Council Members, Directors, Legal Counsel and appointed staff may communicate directly, without notice to the Mayor, for the following purposes:

1. Requests for factual information or clarification on agenda items, policy, budget, resolutions, and/or ordinances;
2. Inquiries regarding public records;
3. Constituent concerns, provided no direction is given to staff; and
4. Information reasonably necessary for Council Members to fulfill their legislative and oversight responsibilities.

Such communications are informational in nature only. No individual Council Member may, through any such communication, direct, supervise, evaluate, or otherwise instruct Directors or staff regarding city operations.

5. Agenda Items; Director and Legal Counsel Review

In order to promote efficient Council Meetings, informed decision-making, and coordinated administrative review the following procedures will be implemented into the staff report and agenda publishing process:

5.A. Applicability. This section applies to all action items not designated for the consent agenda. Items placed on the consent agenda do not require Director or Legal Counsel comment under this section.

5.B. Agenda Routing. All non-consent action items presented by the Council or the Mayor shall be routed to all Directors and Legal Counsel for the opportunity to comment prior to the Council meeting.

5.C. Director and Legal Counsel Review. Directors and Legal Counsel may review agenda items for the following:

1. Operational, fiscal, legal, and policy implications. Potential impacts on staffing, budget, workload, and existing Council direction;
2. Informational written comment, where appropriate, should be provided. A "no comment" response is considered an adequate reply where no material concerns exist, or the agenda item falls outside the Director's area of responsibility;
3. Review under this section is advisory and informational in nature. It does not constitute approval authority over whether an item is placed on the agenda; and/or
4. Any other matter reasonably related to implementation of, or material to, the Council's consideration of the agenda item.

5.D. Submission of Comments to Council. Director and Legal Counsel comments prepared under this section shall be submitted directly to the City Clerk for inclusion in the Council meeting packet. The City Clerk shall ensure that all timely submitted comments are included in the packet and made available to all Council Members prior to the meeting. Comments are not required to be routed through or approved by the Mayor prior to submission to the Clerk.

This direct submission process reflects the City Council's authority to establish procedural rules governing the preparation of Council meeting materials, see Idaho Code § 50-602, and ensures that Council has access to complete and candid administrative information necessary to fulfill its legislative oversight responsibilities under Idaho Code § 50-701.

5.E. Requesting Party Review. The requesting party may review Director and Legal Counsel comments before final submission for agenda placement and may elect to:

1. Proceed with the agenda item as submitted;
2. Modify the agenda item and resubmit for Director and Legal Counsel review; or
3. Withdraw the agenda item.

5.F. Purpose. The intent of this section is to:

1. Ensure the Council, Mayor, and staff are informed of administrative and fiscal implications prior to discussion and decision making;
2. Streamline Council Meetings by identifying implementation considerations in advance; and
3. Ensure transparency, professionalism, and efficient governance;

Nothing in this section limits a Council Member's right to request that an item be placed on a properly noticed public meeting agenda.

6. Permitted Communications Between City Personnel and Legal Counsel

Any City personnel, including the Mayor, Council Members, Directors, appointed officials, employees, and board or committee members, may contact Legal Counsel as they deem reasonably necessary to perform their duties and responsibilities. All communications between Legal Counsel and City personnel are governed by applicable privileges and the Idaho Rules of Professional Conduct. Legal Counsel may inform the Mayor or relevant Director of any communications or requests that are inappropriate or unduly burdensome.

7. Role of Council Members

Individual Council Members serve a legislative function within the City's mayor-council form of government. Council Members act collectively as a body to establish policy, adopt ordinances and resolutions, approve budgets, and exercise oversight of city government consistent with Idaho Code §§ 50-701 *et seq.* and 50-601 *et seq.* Individual Council Members have no independent administrative authority over city staff or operations.

7.A. Prohibited or Restricted Communications

Council Members shall not, individually or informally:

1. Direct, supervise, or evaluate Directors or staff;
2. Request changes to enforcement priorities, staffing decisions, or operational matters; or
3. Instruct staff to initiate investigations, projects, or work not previously authorized by formal Council action or the Mayor.

Any request for action or operational change must occur through one of the following:

4. Formal action of the City Council at a duly noticed public meeting; or
5. Authorization from the Mayor.

8. Role of the Mayor

The Mayor serves as the City's Chief Administrative Official and is responsible for the execution of Council policy and the administration of city operations through the Directors. *See Idaho Code § 50-602.* The Mayor is responsible for:

1. Providing administrative direction to Directors;
2. Communicating Council actions and priorities to staff;
3. Ensuring that Directors and city staff are able to communicate with the City Council as provided in this policy;
4. Preventing conflicting or unauthorized instructions to staff;
5. Exercising superintending control over officers and affairs of the City, subject to the rules and policies prescribed by the City Council; and
6. Ensuring that the ordinances of the City and the provisions of Idaho law are complied with and enforced.

The Mayor's administrative authority is exercised within the statutory framework and subject to the checks and balances established by Idaho law and Council policy.

9. Directors' Responsibilities

Directors shall:

1. Provide timely and accurate information to Council Members upon request, consistent with Section 4 of this policy.
2. Decline requests from individual Council Members that constitute unauthorized direction under Section 7.A. of this policy.
3. Maintain professionalism in all communications with Council Members, the Mayor, and the public.

10. Emergencies

In matters involving an immediate threat to public health or safety, Council Members may communicate concerns directly to Directors. Operational control in emergency matters remains with the Mayor or designated authority. All such communications shall be reported to the Mayor as soon as practicable.

11. Compliance

Failure to comply with this policy may result in administrative or legislative corrective action consistent with City policy and applicable Idaho law.

12. City Email and Electronic Communications

City email and electronic communication systems are essential tools for the conduct of city business. Routine, indiscriminate or suspicionless third-party review of staff, Director, or official

email communications is not a recognized administrative function under this policy. No appointed or elected city official, employee, or administrative official may authorize or conduct access to City personnel email or electronic communications except in accordance with the permitted purposes set forth in this section. Access to City personnel email or electronic communications is limited to the following legitimate purposes:

1. Response to a public records request pursuant to Idaho Code Title 74;
2. An active personnel investigation conducted pursuant to established City policy and procedures;
3. IT security, system administration, or technical maintenance functions;
4. Legal hold or litigation preservation obligations; or
5. Other legitimate legal purposes.

All third-party access to City personnel email or electronic communications shall be documented at the time of access, including the identity of the person authorizing and conducting the access, the date and scope of access, and the stated purpose. Written notice of such access shall be provided promptly to the City Clerk, Legal Counsel and the Director of the department of the employee whose communications are being accessed. In the event that a Director's own communications are being accessed, notice shall be provided to the Council President in lieu of or in addition to the relevant Director.

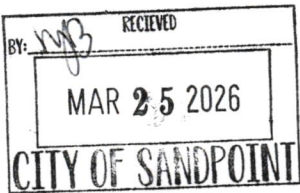
This policy applies to the email and electronic communications of current City personnel. Access to the email and electronic communications of former City employees or officials is not governed by this section.

Notwithstanding any of the foregoing, this section does not authorize review of communications protected by the attorney-client privilege or the work product doctrine, regardless of the stated purpose. Communications between City personnel and Legal Counsel made in the course of the attorney-client relationship retain their privileged character and may not be accessed, reviewed, or disclosed through any administrative mechanism inconsistent with the Idaho Rules of Professional Conduct and applicable privilege law.

13. Construction

Nothing in this policy grants any individual Council Member or the Mayor authority beyond that provided by Idaho law or formal Council action. This policy shall be construed consistently with the Idaho municipal code, applicable case law, and the City's adopted form of government.

RECEIVED
FEB 28 1950
FEDERAL



SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 3/25/2026

Date of meeting 4/1/2026

(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 Ruchle D. Ruchle

Address:

Phone number and email address:

Authorized by: Joel ASPURO [signature]
name of City official City official's signature
(Department Heads, City Council members, and the Mayor are City officials.)

*Subject: Communication Policy - Action Item

Summary of what is being requested: Revised draft (old business)

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 or No [] [X]
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 [] [X]
If yes, please specify and suggest a method to accomplish the plan:

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

5. Have all the affected departments been informed about this agenda item? Yes or No [X] []
They have had comments added to draft

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 [X] Other/Unknown []

City of Sandpoint
Council-Staff Communication Policy
Revised Draft – March 2026

1. Purpose

This policy establishes clear guidelines for communication and administrative direction between City Council members, City Department Heads, Legal Counsel, City Clerk, and the Mayor to ensure compliance with Idaho law and to promote efficient, transparent, and accountable governance.

2. Authority

This policy is adopted under the authority of Idaho law, with particular reference to Idaho Code §§ 50-601 *et. seq.*, and 50-701 *et. seq.*, and the City's adopted mayor-council form of government. It is intended to clarify roles and does not expand, or limit authority granted by statute, charter, or ordinance.

3. Governing Principles

The City Council acts only as a body through motions, resolutions, policies, or ordinances adopted at duly noticed public meetings. Individual Council Members have no independent authority to administer city staff or city operations. Day-to-day administration is the responsibility of the Mayor and City Department Heads, as provided by Idaho law. *See* Idaho Code § 50-602.

Department Heads and appointed officials serve the City by supporting both the legislative and executive branches of municipal government. While they operate with professional independence in carrying out their assigned duties, they do so within the framework of authority established by Idaho law and City Council policy.

4. Communications Between Mayor, Council Members, Department Heads, Legal Counsel and Appointed Staff

Council Members have the right to information necessary to fulfill their responsibilities. Council Members, Department Heads, Legal Counsel and appointed staff may communicate directly, without notice to the Mayor, for the following purposes:

1. Requests for factual information or clarification on agenda items, policy, budget, resolutions, and/or ordinances;
2. Inquiries regarding public records; and
3. Constituent concerns, provided no direction is given to staff.

Such communications are informational in nature only. No individual Council Member may, through any such communication, direct, supervise, evaluate, or otherwise instruct Department Heads or staff regarding city operations.

5. Agenda Items; Department Head and Legal Counsel Review

In order to promote efficient Council Meetings, informed decision-making, and coordinated administrative review the following procedures will be implemented into the staff report and agenda publishing process:

5.A. Applicability. This section applies to all action items agendized by the Mayor or the Council excluding consent agenda items, public hearings, and Department Head or departmental reports to update council.

5.B. Agenda Routing. All non-consent action items presented by the Council or the Mayor should be routed to all Department Heads and Legal Counsel for the opportunity to comment prior to the Council meeting.

5.C. Department Head and Legal Counsel Review. Department Heads and Legal Counsel may review agenda items for the following:

1. Operational, fiscal, legal, and policy implications. Potential impacts on staffing, budget, workload, and existing Council direction;
2. Informational written comment, where appropriate, should be provided. A "no comment" response is considered an adequate reply where no material concerns exist, or the agenda item falls outside the Department Head's area of responsibility;
3. Review under this section is advisory and informational in nature. It does not constitute approval authority over whether an item is placed on the agenda; and/or
4. Any other matter reasonably related to implementation of, or material to, the Council's consideration of the agenda item.

5.D. Submission of Comments to Council. Department Head and Legal Counsel comments prepared under this section shall be submitted directly to the City Clerk for inclusion in the Council meeting packet. The City Clerk shall ensure that all timely submitted comments are included in the packet and made available to all Council Members prior to the meeting. Comments are not required to be routed through or approved by the Mayor prior to submission to the Clerk.

This direct submission process reflects the City Council's authority to establish procedural rules governing the preparation of Council meeting materials, see Idaho Code § 50-602, and ensures that Council has access to complete and candid administrative information necessary to fulfill its legislative oversight responsibilities under Idaho Code § 50-701.

5.E. Requesting Party Review. The requesting party may review Department Head and Legal Counsel comments before final submission for agenda placement and may elect to:

1. Proceed with the agenda item as submitted;
2. Modify the agenda item and resubmit for Department Head and Legal Counsel review; or
3. Withdraw the agenda item.

5.F. Purpose. The intent of this section is to:

1. Ensure the Council, Mayor, and staff are informed of administrative and fiscal implications prior to discussion and decision making;
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3. Ensure transparency, professionalism, and efficient governance.

Nothing in this section limits a Council Member's right to request that an item be placed on a properly noticed public meeting agenda.

6. Permitted Communications Between City Personnel and Legal Counsel

Any City personnel, including the Mayor, Council Members, Department Heads, appointed officials, employees, and board or committee members, may contact Legal Counsel as they deem reasonably necessary to perform their duties and responsibilities. All communications between Legal Counsel and City personnel are governed by applicable privileges and the Idaho Rules of Professional Conduct. Legal Counsel may inform the Mayor or relevant Department Head of any communications or requests that are inappropriate or unduly burdensome.

7. Role of Council Members

Individual Council Members serve a legislative function within the City's mayor-council form of government. Council Members act collectively as a body to establish policy, adopt ordinances and resolutions, approve budgets, and exercise oversight of city government consistent with Idaho Code §§ 50-701 *et seq.* and 50-601 *et seq.* Individual Council Members have no independent administrative authority over city staff or operations.

7.A. Prohibited or Restricted Communications

Council Members shall not, individually or informally:

1. Direct, supervise, or evaluate Department Heads or staff;
2. Request changes to enforcement priorities, staffing decisions, or operational matters; or
3. Instruct staff to initiate investigations, projects, or work not previously authorized by formal Council action or the Mayor.

Any request for action or operational change must occur through one of the following:

4. Formal action of the City Council at a duly noticed public meeting; or
5. Authorization from the Mayor.

8. Role of the Mayor

The Mayor serves as the City's Chief Administrative Official and is responsible for the execution of Council policy and the administration of city operations through the Department Heads. *See* Idaho Code § 50-602. The Mayor is responsible for:

1. Providing administrative direction to Department Heads;
2. Communicating Council actions and priorities to staff;
3. Ensuring that Department Heads and city staff are able to communicate with the City Council as provided in this policy;
4. Preventing conflicting or unauthorized instructions to staff;
5. Exercising superintending control over officers and affairs of the City, subject to the rules and policies prescribed by the City Council; and
6. Ensuring that the ordinances of the City and the provisions of Idaho law are complied with and enforced.

The Mayor's administrative authority is exercised within the statutory framework and subject to the checks and balances established by Idaho law and Council policy.

9. Department Head Responsibilities

Department Heads shall:

1. Provide timely and accurate information to Council Members upon request, consistent with Section 4 of this policy.
2. Decline requests from individual Council Members that constitute unauthorized direction under Section 7.A. of this policy.
3. Maintain professionalism in all communications with Council Members, the Mayor, and the public.

10. Emergencies

In the event of emergency, operational control in emergency matters remains with the Mayor or designated authority. All communications related to emergency matters should come to and from the Mayor or designated authority as soon as practicable.

11. Compliance

Failure to comply with this policy may result in corrective action consistent with City policy and applicable Idaho law.

12. City Email and Electronic Communications

City email and electronic communication systems are essential tools for the conduct of city business. Routine, indiscriminate or suspicion-less third-party review of staff, Department Head, or official email communications is not a recognized administrative function under this policy. No

appointed or elected city official, employee, or administrative official may authorize or conduct access to City personnel email or electronic communications except in accordance with the permitted purposes set forth in this section. Access to City personnel email or electronic communications is limited to the following legitimate purposes:

1. Response to a public records request pursuant to Idaho Code Title 74;
2. An active personnel investigation conducted pursuant to established City policy and procedures;
3. An active criminal investigation conducted by the Police Chief or designated law enforcement personnel;
4. IT security, system administration, or technical maintenance functions;
5. Legal hold or litigation preservation obligations; or
6. Other legitimate legal purposes.

All third-party access to City personnel email or electronic communications shall be documented at the time of access, including the identity of the person authorizing and conducting the access, the date and scope of access, and the stated purpose. Written notice of such access shall be provided promptly to the Legal Counsel and the Department Head of the department of the employee whose communications are being accessed. In the event that a Department Head's own communications are being accessed, notice shall be provided to the Council President in lieu of or in addition to the relevant Department Head.

The documentation and notice requirements of this section do not apply to access conducted pursuant to subsection 3. Nothing in this section limits or restricts the lawful investigative authority through lawful means of the Sandpoint Police Department or any law enforcement agency with jurisdiction.

This policy applies to the email and electronic communications of current City personnel. Access to the email and electronic communications of former City employees or officials is not governed by this section.

Notwithstanding any of the foregoing, this section does not authorize review of communications protected by the attorney-client privilege or the work product doctrine, regardless of the stated purpose. Communications between City personnel and Legal Counsel made in the course of the attorney-client relationship retain their privileged character and may not be accessed, reviewed, or disclosed through any administrative mechanism inconsistent with the Idaho Rules of Professional Conduct and applicable privilege law.

13. Construction

Nothing in this policy grants any individual Council Member or the Mayor authority beyond that provided by Idaho law or formal Council action. This policy shall be construed consistently with the Idaho municipal code, applicable case law, and the City's adopted form of government.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 25, 2026

MEETING DATE: April 1, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: Purchase Order #26-1771 to General Pacific, Inc. for Badger Water Meters, Registers, and Orion Cellular Endpoints

DESCRIPTION/BACKGROUND:

The City of Sandpoint water utility currently serves approximately 4,800 metered accounts. Each year, the City budgets for meter replacements and new meter installations to support system maintenance, reliability, and growth.

In the past month alone, the City experienced over 300 meter re-reads, largely due to aging meters that have far exceeded their useful life. Industry standard practice is to replace water meters on approximately a 10-year cycle; however, the City is accelerating this effort to a 3-year replacement program to address declining meter performance, reduce staff time spent on re-reads, and improve overall operational efficiency. This accelerated program will systematically replace aging infrastructure and improve the reliability of meter data used for billing and system management.

The City issued RFP No. 26-3452-1 for Badger Meters, Registers, and Endpoints to procure water meter equipment for both replacement and new service installations on 02/26/26 and closed on 03/13/26 following Idaho Procurement Statute 67-2806(2) requiring full competitive solicitation. The solicitation included a range of meter sizes and configurations to meet system needs. The meter assemblies include the meter body, which measures water flow, the register, which records cumulative usage, and the endpoint, which transmits meter data to the City. The City received a total of three proposals and General Pacific has the highest scoring proposal, receiving the maximum number of points allowed for pricing, being the lowest price, with a Proposal price of \$614,870.00. All Proposals were evaluated based on responsiveness, delivery schedule, and price, with award based on best value to the City and receiving the highest points.

As part of this procurement, the City is transitioning to Orion cellular endpoints. Unlike traditional systems that require fixed-base infrastructure, cellular endpoints transmit meter data directly over a secure cellular network. This allows for automated, frequent meter reads without manual intervention. The improved data allows staff to identify leaks or abnormal usage quicker and improves responsiveness to customer inquiries.

Meters and components procured through this RFP will be used for both replacement of aging or failing meters and installation of new services. Costs associated with new meter installations are recovered through connection and building permit fees, while replacement meters are funded through the water utility budget as part of ongoing asset management.

STAFF RECOMMENDATION:

Staff recommends City Council consider approval of Purchase Order No. 26-1771 to General Pacific, Inc. For purchase of Badger Meters, Registers, and End Points in the amount of \$614,870.00.

ACTION:

City Council approval of Purchase Order No. 26-1771 to to General Pacific, Inc. For purchase of Badger Meters, Registers, and End Points in the amount of \$614,870.00.

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Yes, within FY 26 budget.

ATTACHMENTS:

1. Proposed Resolution
2. PO 26-1771 to General Pacific, Inc.for Badger Water Meters, Registers, and Orion Cellular Endpoints
3. General Pacific Proposal

No: 26-
Date: April 1, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PURCHASE OF BADGER WATER METERS, REGISTERS, AND ORION CELLULAR ENDPOINTS FROM GENERAL PACIFIC, INC. (CITY PURCHASE ORDER NO. 26-1771)

WHEREAS: The City of Sandpoint water utility serves approximately 4,800 metered accounts and budgets annually for meter replacement and new installations; and

WHEREAS: The city has experienced over 300-meter re-reads in the past month due to aging meters that have exceeded their useful life; and

WHEREAS: The city is accelerating its meter replacement program from a 10-year cycle to a 3-year cycle to improve performance, reduce staff time, and increase efficiency; and

WHEREAS: The City issued Request for Proposals (RFP) No. 26-3452-1 for Badger Meters, Registers, and Cellular Endpoints on February 26, 2026, and closed the solicitation on March 13, 2026, in accordance with Idaho Procurement Statute 67-2806(2) requiring full competitive solicitation; and

WHEREAS: The city received three proposals, and General Pacific, Inc. submitted the highest scoring proposal, receiving the maximum points for pricing and highest scoring proposal, with a total price of \$614,870.00, with evaluation based on responsiveness, delivery schedule, and price to determine best value.

NOW, THEREFORE, BE IT RESOLVED THAT: City of Sandpoint Purchase Order No. 26-1771, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, for the purchase of Badger water meters, registers, and endpoints in the amount of \$614,870.00 is hereby approved.

BE IT FURTHER RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, the Mayor or authorized designee is hereby permitted to execute documents necessary to effect this purchase.

Deb Ruehle, Council President

ATTEST:

Meri Jane Bohn, City Clerk

**EXHIBIT B
PROPOSAL FORM
BADGER METERS, REGISTERS, AND ENDPOINTS**

PROPOSAL DUE DATE AND TIME: Friday, March 13, 2026 @ 2:00:00 pm Local Time

RESPONDER COMPANY NAME: General Pacific, Inc.

RESPONDER ADDRESS: 22414 NE Townsend Way Fairview, OR 97024

RESPONDER PHONE NUMBER: 503-907-2900

RESPONDER EMAIL: watersales@genpacwater.com

1. Quantity: 1500 each - Badger M25, HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"	\$282.00 each
2. Quantity: 150 each - Badger M25, 5/8" x 3/4" Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw	\$361.00 each
3. Quantity: 200 each - Badger M55, HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"	\$282.00 each
4. Quantity: 60 each - Badger M55, 1" Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw	\$484.00 each
5. Quantity: 50 each - Badger M120, HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"	\$282.00 each
6. Quantity: 5 each - Badger M120, 1 1/2" FLGD Meter, Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw	\$858.00 each
7. Quantity: 80 each - Badger M170 HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"	\$282.00 each
8. Quantity: 10 each - Badger M170, 2" FLGD Meter, Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw	\$1,133.00 each
9. Shipping/Freight Costs	Shipping Included

DISCOUNT(S) (IF ANY): prices listed are already discounted.

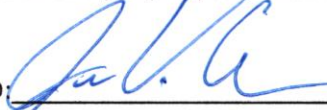
TOTAL INCLUDING QUANTITIES IN EXHIBIT A, FREIGHT, AND ANY APPLICABLE DISCOUNTS:
\$614,870.00

DELIVERY LEAD TIME: 3-8 weeks

ARE ALL REQUIRED SPECIFICATIONS BEING MET: providing 10ft leads, and slotted seal screws.

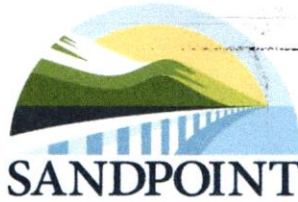
Responder hereby acknowledges Addenda Numbers (if any): _____

Authorized Company Representative:

SIGNED:  DATE: 3-10-26

NAME: Jason Vanleave

TITLE: Water Sales



SANDPOINT
REQUEST FOR PROPOSAL

RFP No. 26-3452-1

BADGER METERS, REGISTERS, AND ENDPOINTS

ARTICLE 1 - PURPOSE

The City of Sandpoint is issuing this Request for Proposals (RFP) for the procurement of **Badger Meters, Registers, and Endpoints** as further detailed in the Specifications in Exhibit A.

ARTICLE 2 – DEFINED TERMS

Terms used in these Instructions to Bidders have the following meanings:

Addenda—Written or graphic instruments issued prior to the opening of Proposals which clarify, correct, or change the Request for Proposal Requirements or any proposed Contract Documents.

Proposal—The offer or proposal of a Responder submitted on the prescribed form setting forth the prices for the supplies to be procured.

Responder—The individual or entity who submits a Proposal directly to Owner.

RFP Documents—The Request for Proposal (including all Addenda).

City – City of Sandpoint

ARTICLE 3 – COPIES OF REQUEST FOR PROPOSAL DOCUMENTS

3.01 Complete sets of the Request for Proposal Documents may be obtained from the Issuing Office, City of Sandpoint, website at: <https://www.sandpointidaho.gov/rfps> or at the following locations:

1. Spokane Regional Plan Center, <https://plancenter.net/>
2. Inland Northwest AGC, Abadan Online Planroom: <http://www.abadanplanroom.com/>
3. Builders Exchange of Washington, Inc. On-Line Plan Center: <http://bxwa.com/>

3.02 Complete sets of Request for Proposal Documents shall be used in preparing Proposals; City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of request for Proposal Documents.

ARTICLE 4 - TIMELINES

SUBMITTAL DEADLINE: Sealed Proposals are due to the City not later than **2:00:00 PM Local Time on Friday, March 13, 2026.**

Sealed proposals shall be submitted via US Mail or other delivery method or hand delivered to:

City of Sandpoint, City Clerk
 1123 Lake Street
 Sandpoint, Idaho 83864

Proposals will be publicly opened and read at the above date and hour at City Hall, 1123 Lake Street, Sandpoint, Idaho 83864 and via Zoom. The Zoom link will be available on the Solicitation page on the City's website at <https://www.sandpointidaho.gov/rfps>. Registration is required to attend via Zoom.

***Emailed or Late Proposals will NOT be accepted.*

ARTICLE 5 - QUESTIONS AND CONTACT INFORMATION:

All questions regarding this RFP are to be submitted in writing via email to Heather Faircloth, Grants, Contracts and Procurement Officer at solicitations@sandpointidaho.gov. All questions must be submitted by **2:00:00 PM Local Time on Friday, March 6, 2026** in order to provide/post a timely response for the benefit of all potential responders.

ARTICLE 6 – PREPARATION OF PROPOSAL

- 6.01 The required Proposal Form is included with the Bidding Documents, Exhibit B.
- 6.02 All blanks on the Proposal Form shall be completed in ink and the Pricing Form signed. Erasures or alterations shall be initialed in ink by the person signing the Pricing Form. A Proposal price shall be indicated for each item listed therein.
- 6.03 A Proposal by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation shall be shown.
- 6.04 A Proposal by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown.
- 6.05 A Proposal by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.
- 6.06 A Proposal by an individual shall show the Bidder's name and official address.
- 6.07 A Proposal by a joint venture shall be executed by each joint venturer in the manner indicated on the Pricing Form. The official address of the joint venture shall be shown. Include evidence of authority to sign.
- 6.08 All names shall be printed in ink below the signatures.
- 6.09 The Proposal shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Pricing Form.
- 6.10 Postal and e-mail addresses and telephone number for communications regarding the Proposal shall be shown.

ARTICLE 7 – SUBMITTAL OF PROPOSAL:

- 7.01 A responder shall furnish one copy of the Proposal Form, including any attachments, if applicable.
- 7.02 A Proposal shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be enclosed in a plainly marked package with the Proposal title, the name and address of Responder, and shall be accompanied by any other required documents. If a Proposal is sent by mail or other delivery system, the sealed envelope containing the Proposal shall be enclosed in a separate package plainly marked on the outside with the notation "RFP No. 24-3452-2 BADGER METER PROPOSAL ENCLOSED." A mailed Proposal shall be addressed to City Clerk, City of Sandpoint, 1123 Lake Street, Sandpoint, ID 83864. It is the Responder's sole responsibility to ensure that its Proposal is delivered to the location of the Proposal opening at the appointed place and time.

ARTICLE 8 – MODIFICATION AND WITHDRAWAL OF PROPOSAL

- 8.01 A Proposal may be modified or withdrawn by an appropriate document duly executed in the same manner that a Proposal must be executed and delivered to the place where Proposals are to be submitted prior to the date and time for the opening of Proposals.
- 8.02 Relief from Proposals. (a) If an awarding authority for the public entity determines that a Responder is entitled to relief from a Proposal because of mistake, the authority shall prepare a report in writing to document the facts establishing the existence of each element required in Section 54-1904C, Idaho Code. The report shall be available for inspection as a public record and shall be filed with the public entity soliciting proposals. (b) A Responder claiming a mistake satisfying all the conditions of Section 54-1904C, Idaho Code, shall be entitled to relief from the Proposal and have any Bid Security returned by the public entity, if applicable. Responders not satisfying the conditions found in Section 54-1904C, Idaho Code, shall forfeit any Bid Security (if applicable). Responders failing to execute a Contract or delivering goods and not satisfying the conditions of a mistake shall also forfeit any Bid Security, if applicable.
- 8.03 Grounds for Relief. The Responder shall establish to the satisfaction of the public entity that:
- a) A clerical or mathematical mistake was made;
 - b) The Responder gave the public entity written notice within five (5) calendar days after the opening of the proposals of the mistake, specifying in the notice in detail how the mistake occurred; and
 - c) The mistake was material.

ARTICLE 9 – PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE:

- 9.01 All Proposals will remain subject to acceptance for the period of time stated in the Pricing Form, but City may, in its sole discretion, release any Proposal and return the Proposal (bid) security prior to the end of this period, if applicable.

ARTICLE 10 – EVALUATION OF BIDS AND AWARD OF CONTRACT:

- 10.01 City reserves the right to reject any or all Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Proposals.

RFP NO. 26-3452-1

- 10.02 More than one Proposal for the same specifications from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Responder has an interest in more than one Proposal for the Proposal specifications may be cause for disqualification of that Responder and the rejection of all Proposals in which that Responder has an interest.
- 10.03 In evaluating Proposals, City will consider whether or not the Proposals comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Proposal Form or prior to the Notice of Award.
- 10.04 If the Purchase Order is to be awarded, City will award the Purchase Order to the qualified Responder submitting the most responsive proposal with the best value to the City. The most responsive Proposal will be determined by the City.
- 10.05 The anticipated schedule for this sale is as follows:
 Anticipated Notice of Intent to Award – March 20, 2026
 Anticipated City Council Award of Purchase Order – April 01, 2026

ARTICLE 11 - AWARD BASIS

Award, if made, will be made to the Proposal that presents the best value to the City. The City reserves the right to consider Idaho State Contracts or other competitive government procurement as a response to this RFP. The City will issue an Intent to Award and once approved by City Council, a Purchase Order will be issued.

No liability will be assumed by the City for a Responder's failure to obtain the terms and conditions and any properly issued solicitation addenda in a timely manner for use in response to this solicitation or any other failure by the vendor to consider the terms, conditions, and any addenda in the vendor's response to this solicitation.

Responses to this RFP will be evaluated and ranked by a Review Committee. Selection will be based on the RFP and the following point criteria (100 points total):

- | | | |
|----|----------------------------------|-------------|
| 1. | SUBMITTED ALL REQUIRED DOCUMENTS | (PASS/FAIL) |
| 2. | MET ALL REQUIRED SPECIFICATIONS | (PASS/FAIL) |
| 3. | LEAD TIME/DELIVERY SCHEDULE | (60 points) |
| 5. | PRICE PROPOSAL | (40 points) |

Section 1 and 2 will be scored on Pass/Fail basis. City reserves the right to declare a Respondent non-responsive for a Fail score in Section 1 but will deem the Respondent non-responsive for a Fail score in Section 2.

Section 5 will be evaluated as follows:

PRICE PROPOSAL: Provide a Lump Sum, Price Proposal. The Price Proposal will serve as the basis for scoring. The Price Proposal will be scored as follows:

$(\text{Lowest Proposal Price} / \text{Proposal Price}) \times 40$

Lowest Price will receive a score of 40

Example: Proposal Price A = \$60,000, Lowest Proposal Price = \$50,000
 $(\$50,000/\$60,000) \times 40 = \text{Score of } 33.20 \text{ points}$

ARTICLE 12 - PROPOSAL REQUIREMENTS:

Proposal shall include detailed product specifications meeting the City's minimum requirements as outlined in *Exhibit A, Specifications*; itemized price proposal covering all costs, including all license, fees, and/or shipping costs to FOB Sandpoint, Idaho; and the delivery lead time. Responder must acknowledge and reference all Addenda posted to this RFP on Exhibit B, Proposal Form.

****City of Sandpoint is exempt from Idaho State Sales Tax – per Idaho State Tax Commission and will submit Sales Tax Exemption Form with Purchase Order.**

The City reserves the right to reject any or all proposals, portions or parts thereof and to waive all minor irregularities in proposals. Special attention will be directed to the qualifications of the responders when considering responses and making an award.

ARTICLE 13 - PROTESTS TO OWNER:

- 13.01 Prior to a submission of a protest relating to or arising from the solicitation for Proposals, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions.
- 13.02 Protests shall be concise and logically presented to facilitate review by the City. Failure to substantially comply with any of the requirements of Paragraph 13.03 of this section may be grounds for dismissal of the protest.
- 13.03 Protests shall include the following information:
- A. Name, address and fax and telephone numbers of the protester;
 - B. Solicitation or contract number;
 - C. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
 - D. Copies of relevant documents;
 - E. Request for a ruling by the City;
 - F. Statement as to the form of relief requested;
 - G. All information establishing that the protester is an interested party for the purpose of filing a protest; and
 - H. All information establishing the timeliness of the protest.
- 13.04 All protests filed directly with the City will be addressed to the manager of City or other official designated to receive protests.

RFP NO. 26-3452-1

- 13.05 Protests based on alleged apparent improprieties in the Proposal Documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the proposal submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the proposal due date.
- 13.06 Action upon receipt of protest.
- A. Upon receipt of a protest before award, a contract may not be awarded, pending resolution of the protest, unless contract award is justified, in writing, to be in the best interest of the City.
- B. If award is withheld pending City resolution of the protest, the City will inform the proposers whose proposals might become eligible for award of the contract. If appropriate, the proposers will be requested, before expiration of the time for acceptance of their proposals, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceeding with award pursuant to paragraph 13.06.A.
- C. Upon receipt of a protest within ten (10) days after contract award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the City.
- D. Pursuing a City protest does not extend the time of obtaining a judicial stay, injunction or other remedy.
- E. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.
- F. City protest decisions shall be well-reasoned, and explain the Owner's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

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EXHIBIT A
SPECIFICATIONS

Provide Badger Meters, Registers, and Endpoints meeting the following required specifications and quantities:

1. **Quantity: 1500 each** - Badger M25, HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"
2. **Quantity: 150 each** - Badger M25, 5/8" x 3/4" Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw
3. **Quantity: 200 each** - Badger M55, HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"
4. **Quantity: 60 each** - Badger M55, 1" Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw
5. **Quantity: 50 each** - Badger M120, HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"
6. **Quantity: 5 each** - Badger M120, 1 1/2" FLGD Meter, Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw
7. **Quantity: 80 each** - Badger M170 HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw, "NO METER"
8. **Quantity: 10 each** - Badger M170, 2" FLGD Meter, Meter, with HRE Register, USG, Orion Cellular Endpoint, 5-foot Lead, Through Lid Mounting Kit, Twist Tight Connector, Torx Screw

LEO

*Sealed
Bid*

**Envelope
Recycle me.**

RFP NO. 26-3452-1

*no indication what solicitation this
was for, so the clerk had to open +
document. Envelope was then re-sealed.*

-HK

Align to FedEx®

ORIGIN ID: VKWA (503) 915-9852
 JASON VAN CLEAVE
 5806 NW 171ST ST
 RIDGEFIELD, WA 98642
 UNITED STATES US

SHIP DATE: 10/16/05
 ACTWGT: 0.20 LB
 CAD: 6571979/R0

Item # 9.

TO CITY CLERK
 CITY OF SANDPOINT
 1123 LAKE ST

SANDPOINT ID 83864

(208) 266-1487 REF: DEPT:

NO: PO: DEPT:

8484/1562/7385

MAR 17 2006

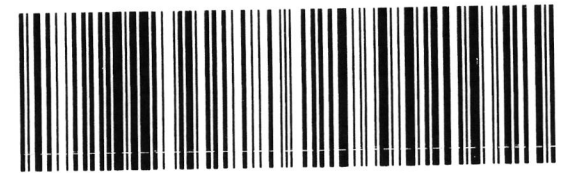


TRK# 8894 8213 5998
 0201

WED - 11 MAR 5:00
 PRIORITY OVERNIGHT

XW COEA

83864
 ID-US GEC



123-8097-AC
 PRIORITY OVERNIGHT
 1123-8097-AC



PURCHASE ORDER
CITY OF SANDPOINT
1123 LAKE STREET
SANDPOINT, ID 83864

DATE	P.O. NO.
03/13/2026	26-1771

Item # 9.

SUPPLIER:	
VENDOR: 003135	
GENERAL PACIFIC INC	
PO BOX 70	
FAIRVIEW, OR 97024	
PH: (503) 907-2900	FX: (503) 489-2103

SHIP TO:
UTILITIES
ROD BERGET- WD-SC
1123 LAKE ST
SANDPOINT, ID 83864-1714

Description: BADGER METERS, REGISTERS, AND ENDPOINTS - 2026

Details: SOLICITATION RFP26-3452-1 COMPLETED AND GENERAL PACIFIC INC HAD LOWEST BID WITH FASTEST LEAD TIME. SHIPPING EXPENSES ARE INCLUDED IN PRICES PROPOSED.

Item No.	QTY	Unit	Description	Unit Price	Amount
BADGER M25 HRE REGISTER	1,500.00	Units	BADGER M25 HRE REGISTER 30-3452-4610-4603	282.00 423,000.00	
BADGER M25 5/8 X 3/4 METER	150.00	Units	BADGER M25 5/8 X 3/4 METER 30-3452-4610-4603	361.00 54,150.00	
BADGER M55 REGISTER	200.00	Units	BADGER M55 REGISTER 30-3452-4610-4603	282.00 56,400.00	
BADGER M55 1" METER	60.00	Units	BADGER M55 1" METER 30-3452-4610-4603	484.00 29,040.00	
BADGER M120 REGISTER	50.00	Units	BADGER M120 REGISTER 30-3452-4610-4603	282.00 14,100.00	



PURCHASE ORDER
CITY OF SANDPOINT
1123 LAKE STREET
SANDPOINT, ID 83864

DATE	P.O. NO.
03/13/2026	26-1771

Item # 9.

BADGER M120 1.5" METER	5.00	Units	BADGER M120 1.5" METER 30-3452-4610-4603	858.00 4,290.00	
BADGER M170 REGISTER	80.00	Units	BADGER M170 REGISTER 30-3452-4610-4603	282.00 22,560.00	
BADGER M170 2" METER	10.00	Units	BADGER M170 2" METER 30-3452-4610-4603	1,133.00 11,330.00	

Total: \$614,870.0

- Subject to the Terms and Conditions Set By the City of Sandpoint*
1. Acceptance of this order includes acceptance of all terms, prices, delivery instructions, specifications and conditions.
 2. Purchases may not exceed the total amount of this order without prior approval.
 3. Invoices and Packages must bear the Purchase Order Number above.
 4. All Purchases are subject to a Net 30 payment term.
- Visit www.sandpointidaho.gov for More Details



AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 25, 2026

MEETING DATE: April 1, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Erik Bush PLA, Project Manager, City Forester

SUBJECT: Inland Forest Management Professional Services Agreement Contract Award

DESCRIPTION/BACKGROUND:

The City of Sandpoint owns and manages approximately 3,900 acres within the Little Sand Creek Watershed, which serves as a critical drinking water source and natural resource asset. Active forest management is necessary to support watershed protection, forest health, wildfire risk reduction, and long-term sustainability.

On February 25, 2026, the City issued a Request for Proposal (RFP) to engage a Forest Management Services consultant for management of the Little Sand Creek Watershed. One Proposal was received by Inland Forest Management and evaluated using the published criteria. Following review, staff selected Inland Forest Management, in accordance with Idaho Code § 67-2320 (Qualifications-Based Selection). Forest Management Services are budgeted in FY 2026 and will continue immediately following contract execution.

STAFF RECOMMENDATION: Staff recommends City Council consider approving the Professional Services Agreement with Inland Forest Management in the amount of \$120,000 (\$40,000 per year) terminating on April 05, 2029 for Forest Management Services in the Little Sand Creek Watershed, authorizing the Mayor to sign the Professional Services Agreement.

ACTION: Award contract to approve the Professional Services Agreement with Inland Forest Management in the Amount of \$120,000 for Forest Management Services, authorize the Mayor to sign the Professional Services Agreement.

WILL THERE BE ANY FINANCIAL IMPACT? YES HAS THIS ITEM BEEN BUDGETED? YES; within FY25 budget.

ATTACHMENTS:

1. Professional Services Agreement

No: 26-
Date: April 1, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AGREEMENT WITH INLAND FOREST MANAGEMENT, INC., FOR FOREST MANAGEMENT CONSULTANT SERVICES (CITY AGREEMENT #A26-3900-1)

WHEREAS: The Little Sand Creek watershed, which lies northwest of the City of Sandpoint, is the community's primary drinking water source, as well as the provider of many other important benefits, and is critical to Sandpoint's well-being;

WHEREAS: Having been consistently acquiring watershed property since 1918, the City is a significant watershed landowner, encompassing ownership of approx. 53% percent of this 7,400-acre area and working alongside other watershed landowners to manage and protect water quality;

WHEREAS: In 1977, the City contracted professional forest management services that included the preparation of a forest management plan, which led to an active timber management program, with timber sales conducted nearly every year under the plan, resulting in an annual harvest target of 375 MBF (thousand board feet);

WHEREAS: In 1988, the timber harvest level was reduced to approximately 250 MBF per year, and, in 1992, the updated forest management plan recommended an integrated resource management approach focused primarily on maintaining high water quality and enhancing forest productivity, with specific steps outlined to achieve this goal, including converting stagnant hemlock stands into vigorous forests, thinning overstocked stands, protecting vegetation in stream protection zones, and minimizing cumulative effects and impacts to water quality and other resources;

WHEREAS: The watershed management plan was most recently updated in 2021 and the timber management plan was updated in 2019;

WHEREAS: On February 26, 2026, the city released a Request for Proposals (RFP) for Forest Management Services for the Little Sand Creek Watershed, receiving only one proposal prior to closing time, which was submitted by Inland Forest Management, Inc.; and

WHEREAS: After careful review and evaluation, the city determined Inland Forest Management to be responsive and qualified to perform these services, which include routine watershed inspections, forest management plan development, forest inventory, timber sale layout and administration, hazardous fuel evaluation and logging operation inspection services.

NOW, THEREFORE, BE IT RESOLVED THAT: The Agreement with Inland Forest Management, Inc., for Forest Management Consultant Services (City Agreement #A26-3900-1), in the amount of \$120,000 (estimated at \$40,000 per year) terminating on April 5, 2029 a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

BE IT FURTHER RESOLVED THAT: On behalf of the City, the Mayor or authorized designee, as provided 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 and enter into the above-referenced Agreement.

Deb Ruehle, Council President

ATTEST:

Meri Jane Bohn, City Clerk

**AGREEMENT FOR FOREST MANAGEMENT CONSULTANT SERVICES BETWEEN
THE CITY OF SANDPOINT AND INLAND FOREST MANAGEMENT, INC.**

This Agreement is made and entered into this 06th day of April, 2026, by and between the City of Sandpoint, a public body corporate and politic (hereinafter the "CITY"), and Inland Forest Management, Inc., a State of Idaho (Limited Liability Corporation, Corporation, Sole Proprietor, etc), (hereinafter called the "CONSULTANT"). The CITY and the CONSULTANT are sometimes referred to herein as a "party" or "parties."

RECITALS

WHEREAS, the CONSULTANT represents that CONSULTANT has the expertise and is qualified to perform forest management consultant services as provided for in this Agreement; and

WHEREAS, the CITY and the CONSULTANT have determined it is in their mutual interest to enter into this Agreement for the provision of such services within the CITY, subject to the terms and conditions provided herein.

NOW THEREFORE, the CITY and the CONSULTANT, in consideration of the payments, covenants and conditions hereinafter set forth, hereby agree as follows:

1. DESCRIPTION OF SERVICES

1.1 The CONSULTANT shall perform forest management consultant services as described in Exhibit A, Scope of Services, and perform and complete all such services in a manner satisfactory to the CITY. Approval of the work/services performed by the CONSULTANT shall be made by the City's Utilities Director or City authorized designee, who shall oversee this Agreement on behalf of CITY. All services required under this Agreement shall be performed by the CONSULTANT, or under the CONSULTANT'S direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by State and/or Local law to perform such services. The CONSULTANT shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Agreement, and for compliance with all reasonable performance standards established by the CITY.

1.2 The CONSULTANT shall not accept any change to the scope, or change in provisions if this Agreement, unless issued in writing, as an amendment or change order by the CITY.

1.3 The CONSULTANT agrees to possess a CITY Business License as required by Title 3 of City Code, prior to commencement of any services under the term of this Agreement and maintain such license throughout the term of the Agreement. The CONSULTANT further agrees to keep and maintain any and all required local, state, and federal licenses and/or certifications to perform work and provide services as described within this Agreement. If requested, the CONSULTANT shall provide written proof of such licenses and/or certifications to the CITY for all times when it is performing services under this Agreement.

2. SUPERVISION OF PERSONNEL AND SUBCONSULTANTS

2.1 The CONSULTANT warrants that nothing contained in this Agreement shall be construed as creating an employment relationship between the CONSULTANT, or any of its employees, agents or assigns and the CITY, it being understood by the parties that each employee, agent or assign of the CONSULTANT providing services hereunder shall at all times relevant to this Agreement be and remain an employee, agent or assign of the CONSULTANT, which shall be exclusively responsible for providing all compensation, benefits, payment of and reporting of all employment or income taxes, if any, insurance, discipline, supervision, and direction for each such individual during the full term of this Agreement.

2.2 The CONSULTANT shall notify the CITY of any subconsultants required to perform the services of this Agreement, and the CITY shall have the right to approve or disapprove of any and all such subconsultants, in its sole discretion. If approved by the CITY, any subconsultant shall agree, in writing, to be bound by any and all terms and conditions of this Agreement to be performed by the CONSULTANT, such writing to be provided to the CITY by the CONSULTANT before performance of any services by the subconsultant. Failure to abide by this provision shall constitute a material breach of this Agreement by the CONSULTANT.

3. INDEMNIFICATION

To the extent allowed by law, CONSULTANT shall indemnify and hold the CITY, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by the CONSULTANT'S wrongful acts or omissions in the performance of its duties under this Agreement. This indemnification does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions or fault on the part of the CITY, its officials, officers, employees, agents or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the CITY specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.

4. INSURANCE:

4.1 At all times material hereto, CONSULTANT shall keep and maintain a policy or policies of insurance covering losses resulting from general liability, personal injury and property loss, in amounts no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate, for any losses sustained as a result of performance of its duties and responsibilities under this Agreement, naming the CITY as an additional insured on each such policy or policies. CONSULTANT shall provide the CITY with proof of such insurance prior to commencement of any Work. CONSULTANT shall also keep and maintain an automobile insurance policy or policies for each of its employees, in the same amounts stated above, insuring against losses related to operation of its vehicles in performance of its duties under this Agreement. All employees of CONSULTANT are deemed its employees only, and CONSULTANT shall be responsible for carrying proper Workers' Compensation coverage on any such employees. Proof of automobile insurance coverage and Workers' Compensation coverage shall also be provided to the CITY prior to commencement of any Work.

4.2 CONSULTANT shall keep and maintain a policy or policies of insurance covering losses resulting from Professional Liability, Errors and Omissions in amounts no less than \$1,000,000 for

any losses sustained as a result of performance of its duties and responsibilities under this Agreement, naming the CITY as an additional insured on each such policy or policies.

5. SERVICES APPROVAL AND DOCUMENTATION

5.1 All services performed by the CONSULTANT shall be reviewed and approved by the City's Utilities Director or authorized designee to determine acceptable completion of services.

5.2 Any and all equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Agreement shall be of the most suitable grade for the purpose intended. All work and/or services shall be performed in a skilled and workmanlike manner.

6. PRICE AND PAYMENT

6.1 The CITY shall pay the CONSULTANT a not to exceed amount of **\$120,000.00 (One Hundred Twenty Thousand Dollars)** for the completion of all services described within this Agreement and as outlined in Exhibit A, Scope of Services. This not to exceed amount shall include all costs or expenses incurred by the CONSULTANT in performance of its services under this Agreement and as outlined in Exhibit B, Fee Schedule.

6.2 The CONSULTANT shall submit an itemized invoice to ap@sandpointidaho.gov on a monthly basis of services performed under this Agreement which shall be paid no sooner than thirty (30) after receipt by the CITY.

7. TERM

The term of this Agreement is Three (3) years, commencing April 06, 2026 and terminating on April 05, 2029. The term of the Agreement is dependent upon City Council approval of continued program funding for Fiscal Years 2026/2027, 2027/2028, and 2028/2029.

8. TERMINATION

8.1 The CITY or CONSULTANT may terminate this Agreement for its sole convenience with ten (10) days' written notice. Upon termination, the CONSULTANT, and any subconsultants, shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials, which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONSULTANT shall receive an amount equal to the value of the work completed as of the termination date, as agreed upon and negotiated by both parties but in no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

8.2 Should the CITY determine that the CONSULTANT has failed to supply an adequate work force, to provide services of satisfactory quality, or has failed in any other respect to perform the services or any of its obligations under this Agreement, then the CITY shall give written notice to CONSULTANT, specifying all such defaults, to be remedied within ten (10) days from the date of such notice. If, after ten (10) days, the CONSULTANT has failed to implement appropriate corrective measures, the CITY may elect to terminate this Agreement.

8.2.1 In the event the CITY terminates this Agreement as provided for in this Section 8.2, the CONSULTANT and any subconsultants shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials within fifteen (15) working days after notice of termination which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONSULTANT shall receive an amount equal to the value of the work completed as of the termination date, as agreed upon and negotiated by both parties but in no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

8.2.2 In the event the CITY terminates this Agreement as provided for in Section 8.2, it may seek any other remedies available to it in law or equity arising out of the CONSULTANT'S failure to fully perform all of its obligations hereunder.

9. COMPLIANCE WITH LAW/VENUE

The CONSULTANT shall comply with all federal, state, and local laws governing performance of its obligations under this Agreement. The jurisdiction/venue for any action arising out of performance of this Agreement, or interpretation of its terms and conditions, shall be in the District Court in the First Judicial District of the State of Idaho, Bonner County.

10. NON DISCRIMINATION

10.1 The CITY, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4), and associated regulations, as well as Sandpoint City Code, hereby notifies the CONSULTANT and any subconsultant that it shall not discriminate against any applicant or employee on the grounds of race, color, national origin, or sex, sexual orientation, or gender identity/expression.

10.2 The CONSULTANT and any subconsultants shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity/expression, age or national origin.

11. SUPERSEDING AGREEMENT AND SEVERABILITY

This Agreement supersedes and replaces any pre-existing written or verbal agreements between these parties. If any provision of this Agreement is held to be unenforceable, such provision shall be excluded without affecting the remaining terms and provisions contained herein.

12. ATTORNEY FEES

Reasonable attorney fees and costs shall be awarded to the prevailing party in any action to enforce or interpret this Agreement, or to declare a termination or forfeiture thereof.

/


/

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In Witness Whereof, the parties hereto have caused this Agreement to be executed and attested by their respective officers or representatives thereunto duly authorized.

CITY OF SANDPOINT
1123 Lake Street
Sandpoint, Idaho 83864

INLAND FOREST MANAGEMENT, INC.
PO Box 1966
Sandpoint, Idaho 83864

_____		_____	
Jeremy Grimm	Date		03/19/2026
CITY MAYOR		Garrett Kleiner	
		VICE-PRESIDENT	

**EXHIBIT A
SCOPE OF SERVICES**

Services performed by CONSULTANT under the terms of this Agreement include:

1. Provide professional advice and perform forestry services related to forest management as requested/required by the CITY, which includes but not limited to the following;
 - a. Forest management plan development;
 - b. Forest inventory;
 - c. Timber sale layout and administration;
 - d. Forest and road improvement project implementation;
 - e. Soil erosion control practices;
 - f. Forest road inventory; and
 - g. Hazardous fuel evaluation

2. Serve as an agent and supervisor for the CITY in timber harvesting up to and including:
 - a. Participate in the solicitation process as requested, including providing technical aspects of the harvest for the solicitation;
 - b. Assist as needed in contract preparation for timber sales;
 - c. Designate the cutting boundaries;
 - d. Estimate the harvest volume;
 - e. Designate timber to be harvested by appropriately marking that is consistent with industry best practices;
 - f. Lay out and/or approve roads and skid trails;
 - g. Conduct inspections of logging operations as required/requested to ensure the terms and conditions of any and all timber sale agreements are being adhered to by the purchaser, including the Idaho State Forest Practices Act and any and all additional industry recognized forestry and watershed best practices; and

3. Ensure all right of ways, easements, and servitude and servitude belonging to others are respected and protected.

**EXHIBIT B
FEE SCHEDULE**

Fee for services as described in Exhibit A, Scope of Services are as follows:

Fiscal Year April 2026 - September 30, 2026:

Sawlog Harvest:	\$38.00 per MBF, net scale
Cedar Utility Pole Harvest:	\$80.00 per MBF, net scale
Tonwood Harvest:	\$2.50 per ton
Daily Consultant Rate:	\$800.00 per day
Hourly Consultant Rate:	\$120.00 per hour

Fiscal Year October 01, 2026 – September 30, 2027:

Sawlog Harvest:	\$39.00 per MBF, net scale
Cedar Utility Pole Harvest:	\$81.00 per MBF, net scale
Tonwood Harvest:	\$2.50 per ton
Daily Consultant Rate:	\$825.00 per day
Hourly Consultant Rate:	\$125.00 per hour

Fiscal Year October 01, 2027 – September 30, 2028:

Sawlog Harvest:	\$40.00 per MBF, net scale
Cedar Utility Pole Harvest:	\$82.00 per MBF, net scale
Tonwood Harvest:	\$2.50 per ton
Daily Consultant Rate:	\$850.00 per day
Hourly Consultant Rate:	\$130.00 per hour

Fiscal Year October 01, 2028 – September 30, 2029

Sawlog Harvest:	\$41.00 per MBF, net scale
Cedar Utility Pole Harvest:	\$83.00 per MBF, net scale
Tonwood Harvest:	\$2.50 per ton
Daily Consultant Rate:	\$875.00 per day
Hourly Consultant Rate:	\$135.00 per day

Fees above include all costs and fees including mileage, field supplies, office expenses, etc.

Contract price not to exceed \$120,000.00 (One Hundred Twenty Thousand Dollars). CITY makes no guarantee entire Agreement Price will be expended during the term of this Agreement; and

CITY makes no guarantee of continued program funding in future fiscal years beyond FY 2026/2027, beginning October 01, 2026.






A26-3900-1 INLAND FOREST MANAGEMENT INC - FOREST MANAGEMENT SERVICES AGREEMENT

Final Audit Report

2026-03-19

Created:	2026-03-17
By:	Heather Faircloth (hfaircloth@sandpointidaho.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAf-mVKkuDir5UPyCeMbV67uFOo_GnMMpL

"A26-3900-1 INLAND FOREST MANAGEMENT INC - FOREST MANAGEMENT SERVICES AGREEMENT" History

-  Document created by Heather Faircloth (hfaircloth@sandpointidaho.gov)
2026-03-17 - 8:36:05 PM GMT
-  Document emailed to Garrett Kleiner (gkleiner@fwforestry.com) for signature
2026-03-17 - 8:36:09 PM GMT
-  Email viewed by Garrett Kleiner (gkleiner@fwforestry.com)
2026-03-19 - 2:38:27 PM GMT
-  Document e-signed by Garrett Kleiner (gkleiner@fwforestry.com)
Signature Date: 2026-03-19 - 2:39:24 PM GMT - Time Source: server
-  Agreement completed.
2026-03-19 - 2:39:24 PM GMT



AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 26, 2026

MEETING DATE: April 1, 2026

TO: Mayor Grimm, Sandpoint City Council members

FROM: Jason Welker, Planning & Community Development Director and Bill Dean, Deputy Planning & Community Development Director and City Planner

SUBJECT: Planned Rezone of the Existing Commercial B District – Discussion

RECOMMENDATION / REQUESTED ACTION

This is a discussion item only. No formal action is requested at this time. The purpose of this agenda item is to brief Council on staff's planned process to rezone the areas currently mapped as Commercial B so that zoning more closely aligns with the 2024 Comprehensive Plan and to prepare Council for future public hearings and map amendments that will come forward in the months ahead.

STRATEGIC / POLICY CONTEXT

The 2024 Comprehensive Plan is intended to guide Sandpoint's development and growth patterns for the next 20 years and expressly states that the Plan is a roadmap for decision-making and can guide land use regulations, including zoning. The Plan also states that future land use designations are intended to provide guidance for zoning updates and that current zoning may not reflect the land use pattern envisioned by the adopted Plan.

Background

Sandpoint City Code currently describes the Commercial B zone as an area north of downtown where infill development adjacent to existing neighborhoods is anticipated. Under the current code structure, Commercial B sits between Commercial A, which is intended to protect and enhance the character of downtown, and Commercial C, which is described as a lower-intensity commercial area serving adjacent neighborhoods.

Since adoption of the 2024 Comprehensive Plan, staff have been engaged in a broader effort to rewrite the City's commercial zoning districts. That work has included the development of a more refined downtown zoning framework, including the creation of a downtown core and downtown outer core. As part of that broader code modernization effort, staff now intend to move forward with a comprehensive rezone of all land currently mapped as Commercial B.

The expected outcome of this effort is elimination of the Commercial B zoning district from the City's zoning map.

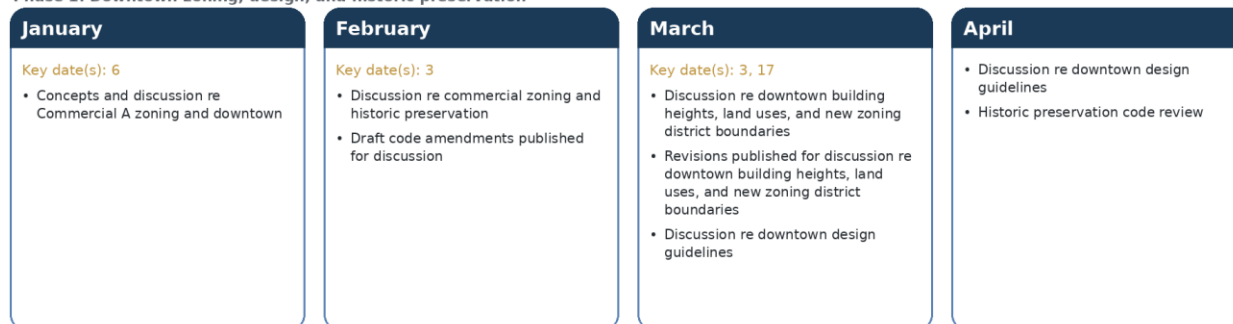


Figure 1: Sandpoint's Commercial B zoning district

Commercial Zoning Code Update Timeline

January–September 2026

Phase 1: Downtown zoning, design, and historic preservation



Phase 2: Citywide commercial districts, administrative code, and hearings

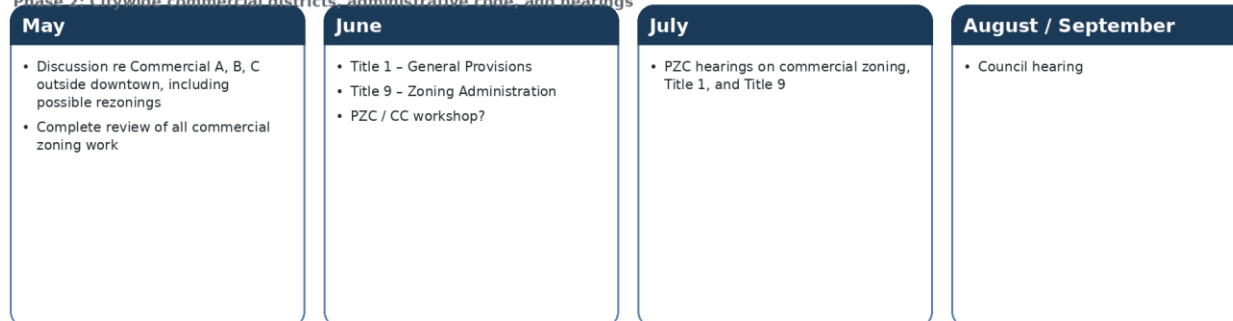


Figure 2: Anticipated timeline for completion of the City’s commercial zoning code update, including downtown code revisions, consideration of areas outside downtown, related Title 1 and Title 9 amendments, and public hearings.

Why staff is bringing this discussion now

Staff believe this work is timely for several reasons.

First, the Comprehensive Plan’s future land use map indicates that much of the land currently zoned Commercial B is better suited for Mixed Use Corridor and medium density residential development patterns than for continued reliance on the existing Commercial B district. The Plan notes that the future land use map is not a zoning map, but is intended to guide zoning updates and implementation decisions.

Second, there is immediate market interest in housing development in the Commercial B area, particularly north of Super 1 Foods. Staff are aware of properties for sale and development concepts that seek to provide missing middle housing forms, including small-lot detached homes, attached townhouses, and multifamily housing. Under current Commercial B regulations, residential uses are generally limited to upper floors, which prevents many of these housing types from being developed in a straightforward manner.

Third, this is an appropriate point in the City’s code modernization effort to address the areas outside the downtown core that are no longer best served by the existing Commercial B structure. Staff believe that as downtown zoning is being refined to strengthen a true commercial core and outer core, it is appropriate to simultaneously reclassify adjacent areas into zoning districts that better reflect the Comprehensive Plan’s land use vision and current housing needs.

Proposed direction

Staff intend to prepare a package of zoning map amendments for the entire area currently zoned Commercial B. Most of that area is expected to be rezoned to **Mixed-Use Residential (MUR)**.

Title 9 describes MUR as a commercial zoning classification that permits, rather than mandates, a vertical mix of low-intensity commercial and residential uses within the same building, and states that the district is intended to accommodate a development pattern often found along village main streets and in neighborhood commercial areas of older cities.

A key distinction between current Commercial B zoning and MUR is that MUR allows ground-floor residential, whereas Commercial B generally limits residential to upper floors. That distinction is significant because it enables housing types that are more responsive to current local demand and to the Comprehensive Plan’s housing objectives.

Staff do not anticipate applying MUR uniformly across the entire existing Commercial B area. Instead, staff expect a more tailored map amendment approach, including:

- **Most of the existing Commercial B area:** likely rezoned to MUR.
- **Portions along the Highway 200 / Highway 2 corridor on 5th Avenue north of Larch Street:** likely considered for zoning that more closely reflects either today’s Commercial A or Commercial C function, though the names and final structure of those districts may change as the commercial code rewrite proceeds.
- **Southeasternmost portion of the existing Commercial B area along Sand Creek, where several single-family homes exist:** likely considered for rezoning to a residential district consistent with existing land use and the residential zoning pattern immediately to the south. Staff may also evaluate whether any limited multifamily designation is appropriate in select locations, depending on parcel context and Comprehensive Plan consistency.

Discussion of Comprehensive Plan consistency

Staff believe the planned rezone is strongly supported by the 2024 Comprehensive Plan.

The Plan states that the future land use framework is meant to identify the vision for a mix of land uses needed to accommodate growth and that it should be used to guide zoning updates. It further explains that Sandpoint’s future land use designations should support efficient and sustainable land use patterns, housing choices, multimodal connections, compatibility between uses, and integration with existing and planned infrastructure.

The Housing and Neighborhoods chapter provides particularly strong support for this effort. The Plan calls for “a variety of quality housing types” serving a broad spectrum of household types and age groups, and specifically directs the City to pursue detached homes, duplexes, townhouses, stacked flats, cottage communities, and other housing types as appropriate. It also calls for attached housing in and around downtown, integration of smaller infill units, and removal of barriers that impede workforce housing.

The Plan also acknowledges that Sandpoint’s housing costs have risen sharply and that a significant share of households are cost-burdened, with little vacancy in subsidized and low-income housing.

In addition, the Plan projects substantial population growth through 2040 and estimates demand for roughly 2,500 new housing units between 2020 and 2040 if average household size remains stable.

The Jobs and Economic Development chapter reinforces the same direction. It states that continued economic development and downtown revitalization are essential, but also notes that workforce

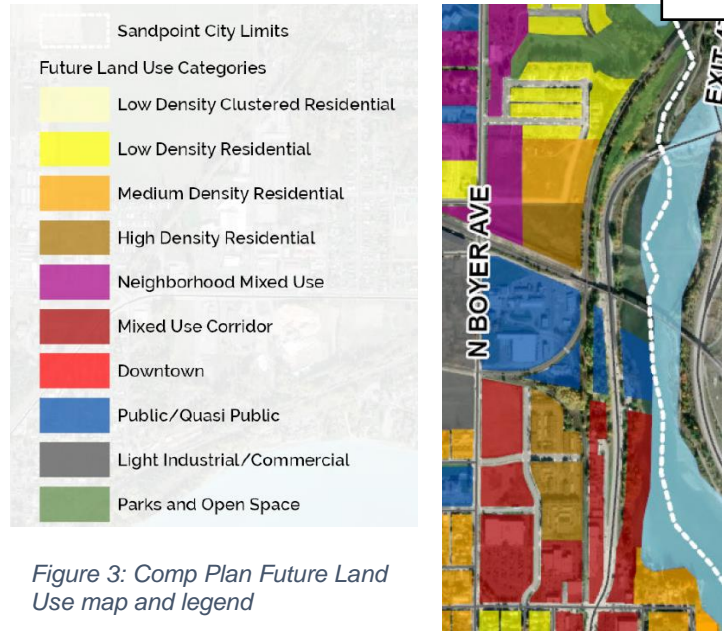


Figure 3: Comp Plan Future Land Use map and legend

housing is increasingly difficult to find within city limits and that the Plan encourages a mix of housing types both to meet resident needs and to support retail and service provision in the City's core. It further calls for an adequate supply of appropriately zoned land for commercial uses while encouraging appropriate businesses in neighborhood mixed-use areas.

Taken together, these policies support a land use pattern in which the downtown core is strengthened as the City's principal commercial center, while adjacent transition areas allow more mixed-use and residential intensity than is currently possible under Commercial B.

Staff analysis

Staff believe the existing Commercial B district no longer cleanly reflects either the adopted Comprehensive Plan or present development needs in this area.

While Commercial B was historically intended to accommodate infill development adjacent to neighborhoods, its restriction on ground-floor residential now functions as a barrier to the kinds of missing middle and workforce-oriented housing forms the Comprehensive Plan encourages. That mismatch is especially important in areas north of Larch Street and north of Super 1 Foods, where the market is signaling demand for residentially led mixed-use and medium-density neighborhood development, not additional conventional commercial-only frontage.

At the same time, staff do not believe the City needs to preserve all current Commercial B acreage for future commercial use. Staff's broader downtown zoning work is focused on strengthening an economically viable downtown core and outer core. In that context, maintaining excess commercial zoning in peripheral areas may dilute the City's long-term commercial objectives while preventing housing production in places the Comprehensive Plan identifies for mixed-use and medium-density growth. This is also consistent with the Plan's recognition that growth should be directed into efficient land use patterns within the City and supported by infrastructure.

Public process and next steps

Following Council discussion, staff intends to proceed with the following steps:

1. Prepare a draft rezone concept map for all land currently zoned Commercial B.
2. Coordinate review of that draft with the Planning and Zoning Commission.
3. Conduct outreach with affected property owners and the public.
4. Refine the map based on parcel conditions, existing land use, access, adjacent zoning, and Comprehensive Plan consistency.
5. Return with formal zoning map amendments and any related code amendments for public hearing before the Planning and Zoning Commission and City Council.

Because this is a discussion item, staff are not seeking Council approval tonight. Rather, staff is seeking feedback on the overall direction and on the proposed approach of replacing the current Commercial B district with a combination of MUR, residential zoning in selected areas, and revised commercial designations where corridor conditions warrant.

Fiscal impact

No immediate fiscal impact is associated with tonight's discussion item. Future implementation will involve normal staff time associated with public outreach, map preparation, Planning and Zoning Commission review, and public hearing processes.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: March 27, 2026

MEETING DATE: April 1, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: Memorandum of Agreement with the City of Ponderay for Temporary Construction Access

BACKGROUND/DESCRIPTION:

The City of Sandpoint owns and operates the Water Treatment Plant located at 902 Sandpoint Avenue. This site provides the only feasible vehicular access to the Pend d'Oreille Bay Trail and the former Panhandle Smelting and Refining Company (PSRC) site, now owned by the City of Ponderay. Ponderay has received grant funding to complete environmental remediation and site improvements at the PSRC property (commonly referred to as "Black Rock"). To complete this work, Ponderay requires temporary construction access through the Water Treatment Plant property.

Access is limited to construction-related activities along designated routes and hours, with restrictions on hauling contaminated materials. The MOA requires coordination with City staff, site maintenance, and full repair of any damage to City property at Ponderay's expense. The agreement also includes insurance and indemnification provisions to protect the City. The project is anticipated to occur between April 7, 2026 and September 30, 2026 and will support environmental remediation and public improvements at the former PSRC site.

STAFF RECOMMENDATION: No Action, Update Only

ACTION: No Action Requested

WILL THERE BE ANY FINANCIAL IMPACT? No; Any damage to City property will be repaired at Ponderay's expense. **HAS THIS ITEM BEEN BUDGETED?** N/A

ATTACHMENTS:

1. Resolution
2. Memorandum of Agreement

No: 26-
Date: April 1, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: MEMORANDUM OF AGREEMENT WITH THE CITY OF PONDERAY FOR TEMPORARY CONSTRUCTION ACCESS

WHEREAS: The City of Sandpoint owns and operates the Water Treatment Plant located at 902 Sandpoint Avenue;

WHEREAS: The Water Treatment Plant site provides the only feasible vehicular access to the Pend d'Oreille Bay Trail and the former Panhandle Smelting and Refining Company (PSRC) site, now owned by the City of Ponderay;

WHEREAS: The City of Ponderay has secured grant funding to conduct environmental remediation and site improvements at the PSRC property, commonly referred to as "Black Rock";

WHEREAS: In order to complete this remediation and improvement work, the City of Ponderay requires temporary construction access through the City of Sandpoint's Water Treatment Plant property;

WHEREAS: Such access will be limited to construction-related activities and restricted to designated routes and approved hours of operation, with specific limitations on the hauling of contaminated materials;

WHEREAS: The proposed Memorandum of Agreement (MOA) requires coordination with City of Sandpoint staff, adherence to site maintenance standards, and full repair or restoration of any damage to City property at the sole expense of the City of Ponderay;

WHEREAS: The MOA includes appropriate insurance and indemnification provisions to protect the City of Sandpoint from liability arising from the construction activities;

WHEREAS: The project is anticipated to occur between April 7, 2026, and September 30, 2026, and will facilitate environmental remediation and public improvements at the former PSRC site for the benefit of the community; and

WHEREAS: The City Council finds that entering into this Memorandum of Agreement is in the best interest of the City of Sandpoint and its residents.

NOW, THEREFORE, BE IT RESOLVED THAT: By the City Council of the City of Sandpoint, the Memorandum of Agreement with the City of Ponderay for temporary construction access through the Water Treatment Plant property is hereby approved. The Council President is authorized to execute the Memorandum of Agreement on behalf of the City of Sandpoint, subject to such minor modifications as may be approved by the City Attorney. City staff are authorized to take all necessary actions to implement and administer the terms of the agreement.

Deb Ruehle, Council President

ATTEST:

Meri Jane Bohn, City Clerk

MEMORANDUM OF AGREEMENT BETWEEN PONDERAY, IDAHO and SANDPOINT, IDAHO FOR THE PURPOSE OF PROVIDING TEMPORARY VEHICULAR ACCESS TO THE PEND D' OREILLE BAY TRAIL FOR THE DURATION OF CONSTRUCTION ASSOCIATED WITH THE PANHANDLE SMELTING AND REFINERY BROWNFIELDS CLEAN-UP PROJECT

I. PARTIES

This document is a Memorandum of Agreement (hereafter MOA) between Idaho municipality Ponderay (hereafter “Ponderay”); and Idaho municipality Sandpoint (hereafter “Sandpoint”) together Ponderay and Sandpoint shall be referred to hereafter as the Parties.

II. PURPOSE

Sandpoint owns property located at 902 Sandpoint Avenue, Sandpoint, Idaho, known as the site of the Sandpoint Water Treatment Plant (hereafter “Plant”). Ponderay received a brownfield multipurpose grant to dispose of contaminated material at the historic Panhandle Smelting and Refining Company (hereafter “PSRC”) site, commonly known as “Black Rock”. Access through the plant is the only vehicular access to the Pend d’ Oreille Bay Trail, making it essential to the completion of this project.

III. ACKNOWLEDGEMENTS AND OBLIGATIONS

- a. Sandpoint is the owner of the land housing the plant located at 902 Sandpoint Avenue which holds the only vehicular access to the Pend d’ Oreille Bay Trail.
- b. The PSRC site, now owned by Ponderay, left contaminated soils throughout the Black Rock site which is used by both Ponderay and Sandpoint residents for recreation. Ponderay and Sandpoint recognize the health benefits of the project.
- c. The PSRC project includes recreational improvements such as a park, scenic lookout, informational signage and additional trails which will benefit the residents of both Sandpoint and Ponderay.
- d. Ponderay requires vehicular access through the plant for the purpose of construction access, to truck clean material to the PSRC site and to transport equipment in and out of the site. Sandpoint agrees to provide construction-related access through the water treatment plant for the duration of the project.
- e. Contaminated material from the PSRC project will be placed in an onsite repository and will not be trucked through the water treatment plant.
- f. The project is anticipated to begin on April 7, 2026, and is expected to be completed no later than September 30, 2026.

- g. Construction work hours are between the hours of 6:30am and 5pm, Monday through Friday. Access through the Water Treatment Plant is limited to 6:00 a.m. to 5:00 p.m., Monday through Friday, and no access is permitted outside of these hours. Access will be necessary twice a day at a minimum.
- h. It will be necessary to close the trail when hauling occurs for the safety of the patrons. Ponderay is responsible for communicating that information to the public through a community outreach campaign which will begin prior to the start of construction and will continue throughout the project.
- i. The proposed construction will require some trail improvements to facilitate the necessary truck traffic. At the end of this project Ponderay will leave the trail in a condition that is equal to or better than current condition.
- j. The plant and associated access streets will be swept regularly by the contractor throughout the project to maintain a clean site. Washing will occur once per week.
- k. Any damage to the water treatment plant property caused by the contractor during the PSRC project will be repaired to the existing condition. Ponderay shall be responsible for ensuring all repairs are completed in a timely manner and responsible for any costs associated therewith.
- l. Ponderay will provide Sandpoint with a certificate of insurance, naming Sandpoint as an additional insured party prior to the commencement of any access under this Agreement.

IV. TERM

The agreement shall automatically terminate on October 1, 2026, unless modified or revoked through an agreement executed by both parties. Notwithstanding termination, all obligations arising from damage to Plant property, trail restoration, and/or repair completion, shall survive termination of this Agreement until fully performed.

V. AUTHORITY

This Agreement is entered into by the Parties pursuant to the general powers of cities, Idaho Title 50.

VI. PARTIES BOUND

This Agreement shall apply to and be binding upon the parties, their successors, and assigns. The signatories to this Agreement certify that they are fully authorized to execute and legally bind the Parties they represent.

VII. COMMITMENTS

The parties jointly acknowledge the community and health benefits of the Panhandle Smelter and Refining Company EPA Multipurpose Grant brownfield project.

VIII. PARTIES CONTACT INFORMATION

CITY OF PONDERAY
ATTN: Steve Geiger
288 Fourth Street - P.O. Box 500
Ponderay, ID 83852
Tel: 208-265-5468

CITY OF SANDPOINT
ATTN: Jeremy Grimm
1123 Lake Street
Sandpoint, ID 83864

SIGNATURE PAGE

Through the execution of this Memorandum of Agreement the parties agree to the terms provided herein.

Steve Geiger, Mayor DATE

CITY OF PONDERAY

ATTEST:

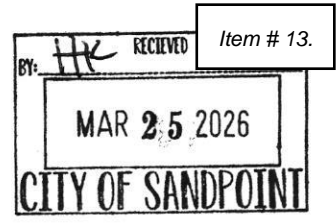
City Clerk

Deb Ruehle, Council President DATE

CITY OF SANDPOINT

ATTEST:

Meri Jane Bohn, City Clerk



SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 3/25/26

Date of meeting 4/1/26


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

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

Kyle Schreiber 

Address: _____

Phone number and email address: kschreiber@sandpointidaho.gov

Authorized by: Pam Duquette 
name of City official City official's signature

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

*Subject: Convene Executive Session - Action Item

Summary of what is being requested: Vote to Convene Executive Session pursuant to Idaho Code 74-206(1)(c) To acquire an interest in real property not owned by a public agency.

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