CITY COUNCIL MEETING AGENDA

March 04, 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/Presentation: Audited Financial Statements for the Fiscal Year ending September 30, 2025 (for information only)
2. Report: FY 2025 4th Quarter Financial and Capital Report (for information only)

Public Comments

Consent Calendar - action item

3. Approval of Minutes from Council's February 4, 2026, Regular Meeting - ***action item***
4. Approval of Minutes from Council's February 11, 2026, Special Meeting - ***action item***
5. Approval of Minutes from Council's February 18, 2026, Regular Meeting - ***action item***
6. Payables Report / Approval of Bills for Payment - ***action item***
7. Proposed Resolution: Amending City Fees Schedule to add Commercial Property Assessed Capital Expenditure (C-PACE) Program Application Fee - ***action item***
8. Proposed Resolution: Amending City Fees Schedule to add James E. Russell Sports Center Membership Pause and Reactivation Fees - ***action item***
9. Proposed Resolution: University Place Subdivision PS20-0003 / PFP25-0002, Phase 4, First Amendment to Development Agreement (No. 991044) and Phase 4 Final Plat - ***action item***
10. Proposed Resolution: Professional Services Agreement with Century West Engineering for Woodland Drive Water Main Replacement Project (City Agreement No. A26-3452-2) - ***action item***
11. Proposed Resolution: Third Amendment to Professional Services Agreement with Stantec Consulting Services, Inc. (No. A25-3257-2), and Issuance of Task Order No. 4 for WWTP Screw Press Engineering Services during Construction - ***action item***

Public Hearing

12. Public Hearing: Proposal to Amend City Fees Schedule to add James E. Russell Sports Center Corporate Membership - ***action item***
13. Proposed Resolution: Amending City Fees Schedule to add James E. Russell Sports Center Corporate Membership Fee - ***action item***

Old/Unfinished Business

14. Proposed Resolution: Authorizing Application to Western States Fire Managers Wildland Urban Interface (WUI) Grant Program for Little Sand Creek Watershed Fire Mitigation Funding - ***action item***
15. Proposed Resolution: Authorization for Mayor to Execute Contract with IPS Group, Inc., for Parking Management System Implementation - ***action item***

New Business

16. Council Direction: Request from Sandpoint Sailing Association for longer-term Windbag Marina Moorage MOU - ***action item***

Executive Session

17. 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 and § 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 - ***action item***

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

Reconvene and Adjourn

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

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 5, 2026

MEETING DATE: March 4, 2026

TO: Mayor & City Council

FROM: Sarah Lynds, Finance Director

SUBJECT: Report/Presentation: Audited Financial Statements for the Fiscal Year ending September 30, 2025 (for information only)

DESCRIPTION/BACKGROUND:

On September 17,2025, under Resolution 25-035, Magnuson, McHugh, Daugherty CPAs was engaged to perform the City's annual financial audit. They have completed their work and will present their report to Council.

STAFF RECOMMENDATION and ACTION:

Acknowledgement and acceptance (for information only)

ATTACHMENTS:

Governance Letter from Magnuson, McHugh and Daugherty CPAs – FY 2025

Financial Statements – September 30, 2025

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

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

https://city-sandpoint-id-budget-book.cleargov.com/21096/

MAGNUSON • McHUGH • DOUGHERTY
CERTIFIED PUBLIC ACCOUNTANTS

February 25, 2026

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

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Sandpoint for the year ended September 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 23, 2026. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Sandpoint are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the City of Sandpoint changed accounting policies related to Compensated Absences by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 101, Compensated Absences, in 2025. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Net Position. We noted no transactions entered into by the City of Sandpoint during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City of Sandpoint's financial statements were the estimates for the net pension liability, net pension asset, amortization expense, and depreciation expense.

- Management's estimates of the net pension liability and net pension asset are based on information provided by an outside actuarial firm, and are allocated based on the City's proportionate shares. We evaluated the methods, assumptions, and data used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the amortization expense is based on the present value of the right-of-use lease assets. We evaluated the methods, assumptions, and data used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the depreciation expense is based on useful lives of fixed assets. We evaluated the methods, assumptions, and data used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- The disclosure of debt and leases in Notes 6, 7, 8 and 9 to the financial statements, and the disclosure of the defined benefit pension plans in Notes 14 and 15 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit.

In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 23, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to [Name of Governmental Unit] 's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City of Sandpoint's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Major Governmental Funds, and Schedules of Required Supplementary Information Consistent with the Requirements of GASB Statement No. 68, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on combining and individual fund statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Honorable Mayor and City Council and management of the City of Sandpoint and is not intended to be, and should not be, used by anyone other than these specified parties.

Magnuson, McHugh, Dougherty CPAs

Magnuson, McHugh, Dougherty CPAs

SCHEDULE A

Account	Description	Workpaper Reference	Debit	Credit
1001		**M-01**		
To record the effect of GASB 68 as of the beginning of the current audit period.				
30.01	GASB 68 Water deferred outflow		196,997.00	0.00
30.02	GASB 68 Water deferred inflow		0.00	70,288.00
30.03	GASB 68 Net pension liability		0.00	599,049.00
31.01	GASB Sewer deferred outflow		142,469.00	0.00
31.02	GASB 68 Water deferred inflow		0.00	96,102.00
31.03	GASB Net pension liability		0.00	361,052.00
30-0000-2530-0000	FUND BALANCE		472,340.00	0.00
31-0000-2530-0000	FUND BALANCE		314,685.00	0.00
Total			**1,126,491.00**	**1,126,491.00**
1002				
To adjust current year NPL activity in the enterprise funds.				
30.01	GASB 68 Water deferred outflow		0.00	56,028.00
30.02	GASB 68 Water deferred inflow		0.00	125,419.00
30.03	GASB 68 Net pension liability		176,894.00	0.00
30.04	GASB 68 Change in NPL		87,704.00	0.00
30.05	GASB 68 actual PERSI contributions (contra)		0.00	83,151.00
31.01	GASB Sewer deferred outflow		0.00	45,841.00
31.02	GASB 68 Water deferred inflow		0.00	102,616.00
31.03	GASB Net pension liability		144,732.00	0.00
31.04	GASB 68 Change in NPL		71,758.00	0.00
31.05	GASB 68 actual PERSI contributions (contra)		0.00	68,033.00
Total			**481,088.00**	**481,088.00**
1003		**M-00**		
To tie out fund balance to the prior year financial statements.				
01-1320-4830-0000	MISCELLANEOUS		1.00	0.00
01-0000-2530-0000	FUND BALANCE		0.00	1.00
31-0000-2530-0000	FUND BALANCE		2.00	0.00
31-3256-4830-0000	MISCELLANEOUS		0.00	2.00
25-0000-2530-0000	FUND BALANCE		2.00	0.00
25-3200-4610-4615	OPERATIONAL SUPPLIES/EQUIPMENT		0.00	2.00
33-0000-3610-0000	INVESTMENT EARNINGS		1.00	0.00
33-0000-2530-0000	FUND BALANCE		0.00	1.00
30-0000-2530-0000	FUND BALANCE		0.00	1.00
30-3452-4610-4616	FACILITY SUPPLIES		1.00	0.00
05-0000-2530-0000	FUND BALANCE		0.00	1.00
05-3170-4530-0000	ADVERTISING		1.00	0.00
06-0000-2530-0000	FUND BALANCE		0.00	1.00
06-5120-4610-4601	OFFICE SUPPLIES/EQUIPMENT		1.00	0.00
08-0000-2530-0000	FUND BALANCE		1.00	0.00
08-5180-4610-4616	FACILITY SUPPLIES		0.00	1.00
Total			**10.00**	**10.00**
1004		**L-00-1**		
To adjust principal payment on financed purchase for financial statement presentation.				
01-2200-4820-2601	PRINCIPAL PAYMENTS - FIRE ROSENTHAL 2016		0.00	5.00
01-2200-4810-2601	INTEREST PAYMENTS - FIRE ROSENTHAL 2016		5.00	0.00
Total			**5.00**	**5.00**
GRAND TOTAL			**1,607,594.00**	**1,607,594.00**

SCHEDULE B

Account	Description	Difference	Workpaper Reference	Debit	Credit
3001		**Permanent**	**L-04**		
To reclassify GASB 87 lessee principal and interest payment to debt service.					
01-2100-4810-0000	INTEREST LEASES			32.00	0.00
01-2100-4820-0000	PRINCIPAL LEASES			2,588.00	0.00
01-2100-4442-4403	COPIER LEASE			0.00	2,620.00
Total				**2,620.00**	**2,620.00**
GRAND TOTAL				**2,620.00**	**2,620.00**

SCHEDULE C

Account	Description	Misstatement	Workpaper Reference	Debit	Credit
4001		**Known Misstatement**	**C-05**		
To adjust LGIP to fair market value at 9/30/25					
01-0000-1010-0000	CASH			34,139.00	0.00
04-0000-1010-0000	CASH			251.00	0.00
05-0000-1010-1322	IMPACT - PARK			3,169.00	0.00
06-0000-1010-0000	CASH			788.00	0.00
08-0000-1010-0000	CASH			1,859.00	0.00
25-0000-1010-0000	CASH			766.00	0.00
30-0000-1010-0000	CASH			28,496.00	0.00
31-0000-1010-0000	CASH			32,987.00	0.00
33-0000-1010-0000	CASH			1,559.00	0.00
61-0000-1010-0000	CASH			61.00	0.00
65-0000-1010-0000	CASH			321.00	0.00
98-0000-1010-0000	CASH			990.00	0.00
01-fmv	LGIP market allowance			0.00	34,139.00
04-fmv	LGIP market allowance			0.00	251.00
05-fmv	LGIP market allowance			0.00	3,169.00
06-fmv	LGIP market allowance			0.00	788.00
08-fmv	LGIP market allowance			0.00	1,859.00
25-fmv	LGIP market allowance			0.00	766.00
30-fmv	LGIP market allowance			0.00	28,496.00
31-fmv	LGIP market allowance			0.00	32,987.00
33-fmv	LGIP market allowance			0.00	1,559.00
61-fmv	LGIP market allowance			0.00	61.00
65-fmv	LGIP market allowance			0.00	321.00
98-fmv	LGIP market allowance			0.00	990.00
Total				**105,386.00**	**105,386.00**
GRAND TOTAL				**105,386.00**	**105,386.00**

City of Sandpoint
1123 Lake Street
Sandpoint, ID 83864

February 23, 2026

Magnuson, McHugh, Dougherty CPAs
P.O. Box 1379
Coeur d'Alene, ID 83816

This representation letter is provided in connection with your audit of the financial statements of the City of Sandpoint, which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information as of September 30, 2025, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit.

Financial Statements

1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 4, 2025, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.

8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.

9) We approve all the journal entries in the attached Schedules A and B for our financial statements referred to above.

10) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

11) Guarantees, whether written or oral, under which the City of Sandpoint is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

12) We have provided you with:

   a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.

   b) Additional information that you have requested from us for the purpose of the audit.

   c) Unrestricted access to persons within the City of Sandpoint from whom you determined it necessary to obtain audit evidence.

   d) Minutes of the meetings of the City of Sandpoint or summaries of actions of recent meetings for which minutes have not yet been prepared.

13) All material transactions have been recorded in the accounting records and are reflected in the financial statements.

14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

15) We have no knowledge of any fraud or suspected fraud that affects the City of Sandpoint and involves –

   - Management,
   - Employees who have significant roles in internal control, or
   - Others where the fraud could have a material effect on the financial statements.

16) We have no knowledge of any allegations of fraud or suspected fraud affecting the City of Sandpoint's financial statements communicated by employees, former employees, regulators, or others.

17) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.

18) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

19) We have disclosed to you the names of the City of Sandpoint's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

21) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.

22) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.

23) The City of Sandpoint has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.

24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.

25) We have appropriately identified, recorded, and disclosed all leases in accordance with GASB Statement (GASBS) No. 87 .

26) We have appropriately disclosed or recognized conduit debt obligations and/or certain arrangements associated with conduit debt obligations in accordance with GASBS No. 91 .

27) We have appropriately disclosed identified, recorded, and disclosed public-private and public-public partnerships and availability payment arrangements in accordance with GASBS No. 94 .

28) We have appropriately identified, recorded, and disclosed subscription-based information technology arrangements in accordance with GASBS No. 96 .

29) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.

30) We have appropriately measured, recorded, and disclosed compensated absences and other salary-related payments in accordance with GASBS No. 101 .

31) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

32) As part of your audit, you assisted with preparation of the financial statements and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures.

33) The City of Sandpoint has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

34) The City of Sandpoint has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

35) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.

36) The financial statements include all fiduciary activities required by GASBS No. 84 , as amended.

37) The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended.

38) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

39) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.

40) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.

41) Provisions for uncollectible receivables have been properly identified and recorded.

42) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

43) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

44) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

45) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.

46) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.

47) We have appropriately disclosed the City of Sandpoint's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

48) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

49) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

50) With respect to the combining statements and individual fund statements:

    1) We acknowledge our responsibility for presenting the combining and individual fund statements in accordance with accounting principles generally accepted in the United States of America, and we believe the combining and individual fund statements, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining and individual fund statements have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

2) If the combining and individual fund statements are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Sarah Lyda, Finance Director
Signature and Title

SCHEDULE A

Account	Description	Workpaper Reference	Debit	Credit
1001		**M-01**		
To record the effect of GASB 68 as of the beginning of the current audit period.				
30.01	GASB 68 Water deferred outflow		196,997.00	0.00
30.02	GASB 68 Water deferred inflow		0.00	70,288.00
30.03	GASB 68 Net pension liability		0.00	599,049.00
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Total			**1,126,491.00**	**1,126,491.00**
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30.04	GASB 68 Change in NPL		87,704.00	0.00
30.05	GASB 68 actual PERSI contributions (contra)		0.00	83,151.00
31.01	GASB Sewer deferred outflow		0.00	45,841.00
31.02	GASB 68 Water deferred inflow		0.00	102,616.00
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31.04	GASB 68 Change in NPL		71,758.00	0.00
31.05	GASB 68 actual PERSI contributions (contra)		0.00	68,033.00
Total			**481,088.00**	**481,088.00**

SCHEDULE B

Account	Description	Difference	Workpaper Reference	Debit	Credit
3001		**Permanent**	**L-04**		
To reclassify GASB 87 lessee principal and interest payment to debt service.					
01-2100-4810-0000	INTEREST LEASES			32.00	0.00
01-2100-4820-0000	PRINCIPAL LEASES			2,588.00	0.00
01-2100-4442-4403	COPIER LEASE			0.00	2,620.00
Total				**2,620.00**	**2,620.00**
GRAND TOTAL				**2,620.00**	**2,620.00**

SCHEDULE C

Account	Description	Misstatement	Workpaper Reference	Debit	Credit
4001		**Known Misstatement**	**C-05**		
To adjust LGIP to fair market value at 9/30/25					
01-0000-1010-0000	CASH			34,139.00	0.00
04-0000-1010-0000	CASH			251.00	0.00
05-0000-1010-1322	IMPACT - PARK			3,169.00	0.00
06-0000-1010-0000	CASH			788.00	0.00
08-0000-1010-0000	CASH			1,859.00	0.00
25-0000-1010-0000	CASH			766.00	0.00
30-0000-1010-0000	CASH			28,496.00	0.00
31-0000-1010-0000	CASH			32,987.00	0.00
33-0000-1010-0000	CASH			1,559.00	0.00
61-0000-1010-0000	CASH			61.00	0.00
65-0000-1010-0000	CASH			321.00	0.00
98-0000-1010-0000	CASH			990.00	0.00
01-fmv	LGIP market allowance			0.00	34,139.00
04-fmv	LGIP market allowance			0.00	251.00
05-fmv	LGIP market allowance			0.00	3,169.00
06-fmv	LGIP market allowance			0.00	788.00
08-fmv	LGIP market allowance			0.00	1,859.00
25-fmv	LGIP market allowance			0.00	766.00
30-fmv	LGIP market allowance			0.00	28,496.00
31-fmv	LGIP market allowance			0.00	32,987.00
33-fmv	LGIP market allowance			0.00	1,559.00
61-fmv	LGIP market allowance			0.00	61.00
65-fmv	LGIP market allowance			0.00	321.00
98-fmv	LGIP market allowance			0.00	990.00
Total				**105,386.00**	**105,386.00**
GRAND TOTAL				**105,386.00**	**105,386.00**

CITY OF SANDPOINT

FINANCIAL STATEMENTS
SEPTEMBER 30, 2025

CITY OF SANDPOINT
September 30, 2025

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CITY OF SANDPOINT
September 30, 2025

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

MAGNUSON • McHUGH • DOUGHERTY
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

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

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Sandpoint, as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the City of Sandpoint's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of the other auditors, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Sandpoint, as of September 30, 2025, and the respective changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the Sandpoint Urban Renewal Agency, which represent 100% percent, respectively, of the assets, net position, and revenues of the discretely presented component unit as of September 30, 2025. Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Sandpoint Urban Renewal Agency, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Sandpoint, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED)

Responsibilities of Management for the Financial Statements (Concluded)

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Sandpoint's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Sandpoint's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Sandpoint's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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INDEPENDENT AUDITOR'S REPORT (CONCLUDED)

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, and certain GASB No. 68 pension information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Sandpoint's basic financial statements. The accompanying combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 23, 2026, on our consideration of the City of Sandpoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Sandpoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Sandpoint's internal control over financial reporting and compliance.

Magnuson, McHugh, Dougherty CPAs

Magnuson, McHugh, Dougherty CPAs

February 23, 2026

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FINANCIAL SECTION

MANAGEMENT'S DISCUSSION AND ANALYSIS

City of Sandpoint

MANAGEMENT'S DISCUSSION AND ANALYSIS
September 30, 2025

As management of the City of Sandpoint, we offer readers of the City of Sandpoint's financial statements this narrative overview and analysis of the financial activities of the City of Sandpoint for the fiscal year ended September 30, 2025. We encourage readers to consider the information presented here in conjunction with additional information that has been furnished in the accompanying *Notes* which are a part of this audit report.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City of Sandpoint exceeded its liabilities at the close of the most recent fiscal year by $146,534,786. Of this amount, $44,056,546 represents the unrestricted net position, which may be used to meet the government's ongoing obligations to citizens and creditors.

- The City of Sandpoint's total net position increased $11,617,418 from the prior year ($3,487,757 for Governmental Activities and $8,129,661 for Business-type Activities).

- As of the close of the current fiscal year, the City of Sandpoint's governmental funds reported a combined fund balance of $27,337,778, an increase of $1,525,450 in comparison with the prior fiscal year.

- At the end of the current fiscal year, unrestricted fund balance for the general fund was $9,257,584 or approximately 78% of the total general fund expenditures.

- The Governmental Accounting Standards Board statement (GASB 68) requires the City to reflect the City's proportionate share of the unfunded actuarial accrued liability of PERSI as a liability on the financial statements. While this directly affects the City's Net Position on the financial statements, it is merely a reporting number and does not directly affect the cash or debt load.

- The Governmental Accounting Standards Board statement (GASB 87) requires the City to include financial lease liabilities on the financial statements. While this directly affects the City's Net Position on the financial statements, it is merely a reporting number and does not directly affect the cash or debt load.

- The City has considered the effects of the Governmental Accounting Standards Board statements (GASB 94 and GASB 96) and the City has noted no agreements applicable to either statement.

- The Governmental Accounting Standards Board introduced statement on Compensated Absences (GASB 101). The City has adopted and implemented all requirements related to this statement.

OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis provided here are intended to serve as an introduction to the City of Sandpoint's basic financial statements. The City of Sandpoint's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Government-Wide Financial Statements - The *government-wide financial statements* are designed to provide readers with a broad overview of the City of Sandpoint's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City of Sandpoint's assets and liabilities and deferred inflows/outflows of resources, with the difference reported as net position. Over time, the increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Sandpoint is improving or deteriorating.

The *statement of activities* presents information showing how the City of Sandpoint's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows.* Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (i.e., uncollected taxes and earned but unused vacation leave).

Both of the government wide financial statements distinguish functions of the City of Sandpoint that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City of Sandpoint include general government, public safety, streets, local sales tax projects, and culture and recreation. The business-type activities of the City of Sandpoint include water treatment and distribution, sewage collection and treatment, sanitation, and streetlights.

The government-wide financial statements include not only the City of Sandpoint itself (known as the primary government) but also a legally separate urban renewal agency and a business improvement district for which the City of Sandpoint is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

The government-wide financial statement can be found in the audit section of this report.

Fund Financial Statements – A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Sandpoint, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City of Sandpoint can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds – *Governmental funds* are used to account for essentially the same functions as those reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for government activities in the government-wide financial statements. By doing so, the reader may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds and governmental activities.*

OVERVIEW OF THE FINANCIAL STATEMENTS (CONCLUDED)

Governmental Funds (Concluded)

The City of Sandpoint maintains eight individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and the parks improvement fund, which are considered to be major funds. Data from the other six governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of *combining statements* and individual fund statements and schedules section of this report.

The City of Sandpoint adopts an annual appropriated budget for its general fund and parks improvement fund. A budgetary comparison statement has been provided for the general fund and parks improvement fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 19 – 22 of this report.

Proprietary Funds – The City of Sandpoint maintains four different types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City of Sandpoint uses enterprise funds to account for its water and sewer operations, sanitation, and bond payment fund.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water, sewer, and bond payment funds, all of which are considered to be major funds of the City of Sandpoint. The sanitation fund is considered a nonmajor fund.

The basic proprietary fund financial statements can be found on pages 23 – 25 of this report.

Notes to Financial Statements – The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.

The notes to the financial statements can be found on pages 26 – 56 of this report.

Other Information – In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City of Sandpoint's budget and actual expenditures of the General fund and Parks Improvement fund on pages 57 – 58 of this report. The required GASB 68 supplementary information can be found on pages 59 – 60 of this report.

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information. Combining and individual fund statements and schedules can be found on pages 62 – 67 of this report.

City of Sandpoint

MANAGEMENT'S DISCUSSION AND ANALYSIS
September 30, 2025

GOVERNMENTAL – WIDE OVERALL FINANCIAL ANALYSIS

As noted previously, net position over time may serve as a useful indicator of a government's financial position. In the case of the City of Sandpoint, assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by $146,534,786 at the close of the most recent fiscal year.

Table 1

STATEMENTS OF NET POSITION

	Governmental activities		Business-type activities		Total	
	2025	2024	2025	2024	2025	2024
Current and other assets	$ 29,274,634	$ 28,650,165	$ 44,336,953	$ 39,930,283	$ 73,611,587	$ 68,580,448
Endowment	29,816	25,000	-	-	29,816	25,000
Lease receivable	1,100,856	58,912	-	-	1,100,856	58,912
Net pension asset	2,658,259	2,291,905	-	-	2,658,259	2,291,905
Capital and intangible assets, net of accumulated depreciation and amortization	34,119,934	32,471,264	54,155,803	51,317,554	88,275,737	83,788,818
Total assets	67,183,499	63,497,246	98,492,756	91,247,837	165,676,255	154,745,083
Deferred outflow of resources						
Proportionate share of collective deferred outflows of resources - PERSI Base Plan	797,635	1,205,108	237,597	339,466	1,035,232	1,544,574
Proportionate share of collective deferred outflows of resources - Firefighters' Retirement Fund	-	73,673	-	-	-	73,673
Total deferred outflow of resources	797,635	1,278,781	237,597	339,466	1,035,232	1,618,247
Long-term liabilities outstanding	585,767	634,941	11,083,110	11,568,567	11,668,877	12,203,508
Net pension liability	2,334,091	3,620,594	638,475	960,101	2,972,566	4,580,695
Other liabilities	1,843,138	2,795,498	1,253,098	1,660,661	3,096,236	4,456,159
Total liabilities	4,762,996	7,051,033	12,974,683	14,189,329	17,737,679	21,240,362
Deferred inflow of resources						
Proportionate share of collective deferred outflows of resources - PERSI Base Plan	892,439	(19,702)	394,425	166,390	1,286,864	146,688
Proportionate share of collective deferred outflows of resources - Firefighters' Retirement Fund	51,302	-	-		51,302	-
Deferred inflows of resources from leases receivable	1,100,856	58,912	-	-	1,100,856	58,912
Total deferred outflow of resources	2,044,597	39,210	394,425	166,390	2,439,022	205,600
Net position:						
Net investment in capital assets and leases	34,119,281	32,431,486	42,699,311	39,349,132	76,818,592	71,780,618
Restricted	613,579	2,300,157	25,046,069	24,344,655	25,659,648	26,644,812
Unrestricted	26,440,681	22,954,141	17,615,865	13,537,797	44,056,546	36,491,938
Total net position	$ 61,173,541	$ 57,685,784	$ 85,361,245	$ 77,231,584	$ 146,534,786	$ 134,917,368

By far, the largest portion of the City of Sandpoint's net position, 52% reflects its investment in capital assets and leases (e.g., land, buildings, machinery, equipment, vehicles, and infrastructure), less any related outstanding debt that was used to acquire those assets. The City of Sandpoint uses these capital assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending. Although the City of Sandpoint's investments in capital assets and leases is reported net of related debt, it should be noted that the resources to repay this debt must be provided from other sources, since the capital assets and leases themselves cannot be used to liquidate these liabilities.

An additional portion of the City of Sandpoint's net position, 18% represents resources that are subject to external restrictions on how they may be used. The remaining balance $44,056,546 is unrestricted and may be used to meet the government's ongoing obligations to its citizens and creditors.

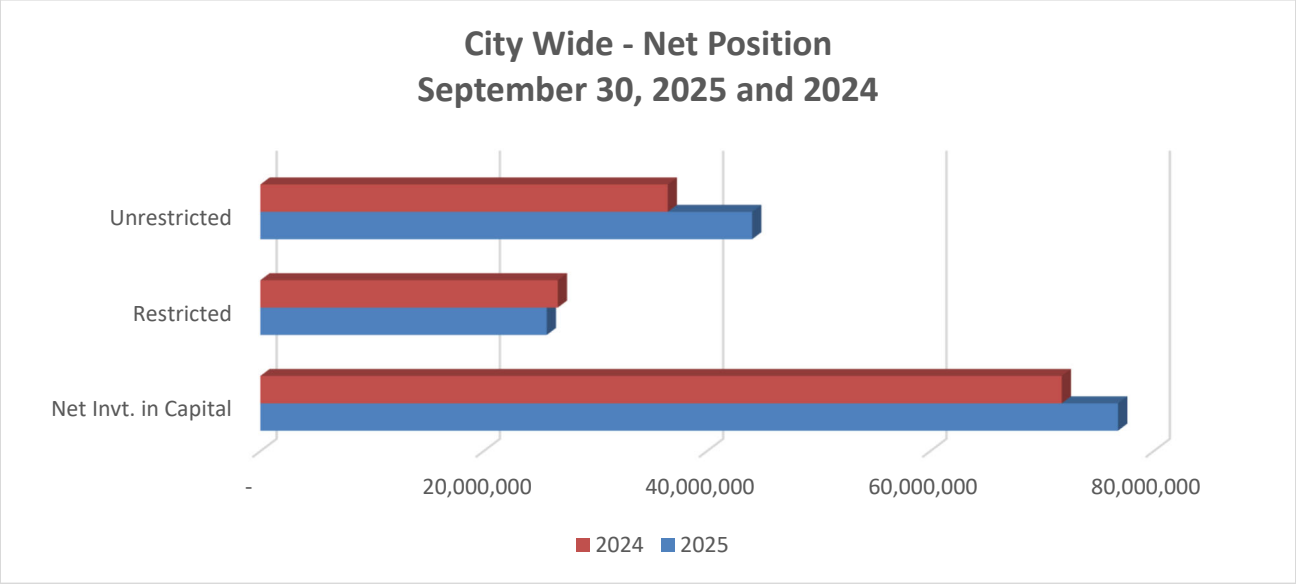
GOVERNMENTAL – WIDE OVERALL FINANCIAL ANALYSIS (CONTINUED)

At the end of the current fiscal year, the City of Sandpoint is able to report positive balances in all three categories of net position both for the government as a whole, as well as its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

The City of Sandpoint's overall net position increased $11,617,418 from the prior fiscal year. The reason for this overall increase is discussed in the following sections for governmental activities and business-type activities.

Governmental Activities. During the current fiscal year, net position for the governmental activities increased 6.05% or $3,487,757 from the prior fiscal year for an ending balance of $61,173,541 compared to prior year's balance of $57,685,784. This increase is related to an increase in net investment in capital assets and leases and the reporting of the City's proportionate share of deferred outflows and inflows related to the State's pension plan.

Business-type activities. For the City of Sandpoint's business-type activities, the results for the current fiscal year were a positive net position of $85,361,245. The total increase in net position for business-type activities (water, sewer, bond payment, and sanitation) was $8,129,661 or 11.48% from the prior fiscal year. The growth, in large part, is attributed to increases in our reserves due to delays in water and wastewater projects and improvements to the wastewater treatment plant.



City of Sandpoint

MANAGEMENT'S DISCUSSION AND ANALYSIS
September 30, 2025

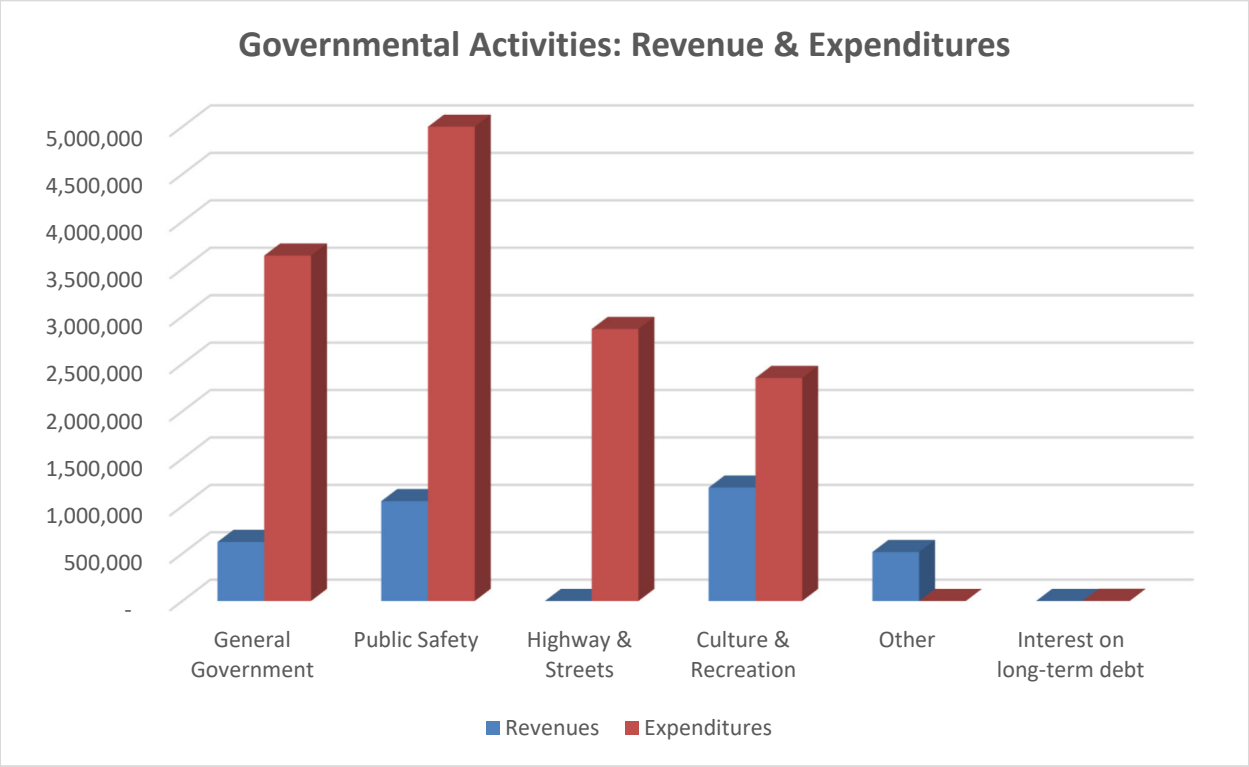
GOVERNMENTAL – WIDE OVERALL FINANCIAL ANALYSIS (CONTINUED)

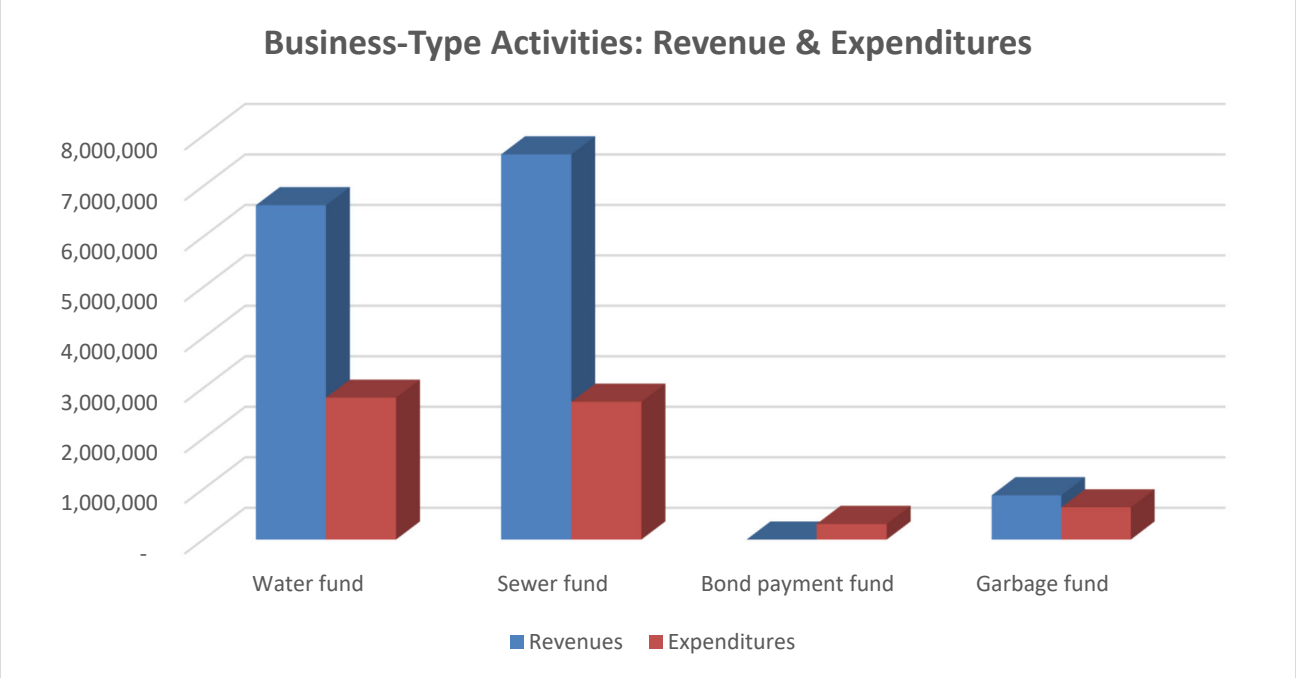
Table 2

CHANGES IN NET POSITION

	Governmental activities		Business-type activities		Total	
	2025	2024	2025	2024	2025	2024
Revenues:						
Program revenues:						
Charges for services	$ 2,846,141	$ 3,773,802	$ 12,650,042	$ 11,331,265	$ 15,496,183	$ 15,105,067
Capital Grants	540,007	218,783	2,480,899	2,165,475	3,020,906	2,384,258
General revenues:						
Property taxes & special assessments	6,447,089	6,267,581	-	-	6,447,089	6,267,581
Investment Earnings	1,119,825	1,403,947	1,831,686	1,936,462	2,951,511	3,340,409
Intergovernmental	3,894,814	3,653,135	-	-	3,894,814	3,653,135
Gain on disposal of assets	-	18,128	-	57,929	-	76,057
Total revenues	14,847,876	15,335,376	16,962,627	15,491,131	31,810,503	30,826,507
Expenses:						
General government	3,641,911	3,465,580	-	-	3,641,911	3,465,580
Public safety	5,054,690	6,170,089	-	-	5,054,690	6,170,089
Highways & streets	2,867,994	3,091,803	-	-	2,867,994	3,091,803
Culture & recreation	2,351,498	1,935,408	-	-	2,351,498	1,935,408
Interest on long-term debt	1,580	2,992	-	-	1,580	2,992
Change in net pension liability	396,468	861,268	-	-	396,468	861,268
Unallocated actual PERSI contributions	(604,736)	(570,292)	-	-	(604,736)	(570,292)
Water	-	-	2,809,368	2,655,238	2,809,368	2,655,238
Sewer	-	-	2,727,994	2,484,009	2,727,994	2,484,009
Bond payment fund	-	-	308,821	322,126	308,821	322,126
Other proprietary funds	-	-	637,497	706,001	637,497	706,001
Total expenses	13,709,405	14,956,848	6,483,680	6,167,374	20,193,085	21,124,222
(Decreases) Increases in net position before transfers	1,138,471	378,528	10,478,947	9,323,757	11,617,418	9,702,285
Transfers	2,349,286	2,920,568	(2,349,286)	(2,920,568)	-	-
Increase in net position	3,487,757	3,299,096	8,129,661	6,403,189	11,617,418	9,702,285
Net position – beginning	57,685,784	54,386,688	77,231,584	70,828,395	134,917,368	125,215,083
Net position – ending	$ 61,173,541	$ 57,685,784	$ 85,361,245	$ 77,231,584	$ 146,534,786	$ 134,917,368

GOVERNMENTAL – WIDE OVERALL FINANCIAL ANALYSIS (CONCLUDED)



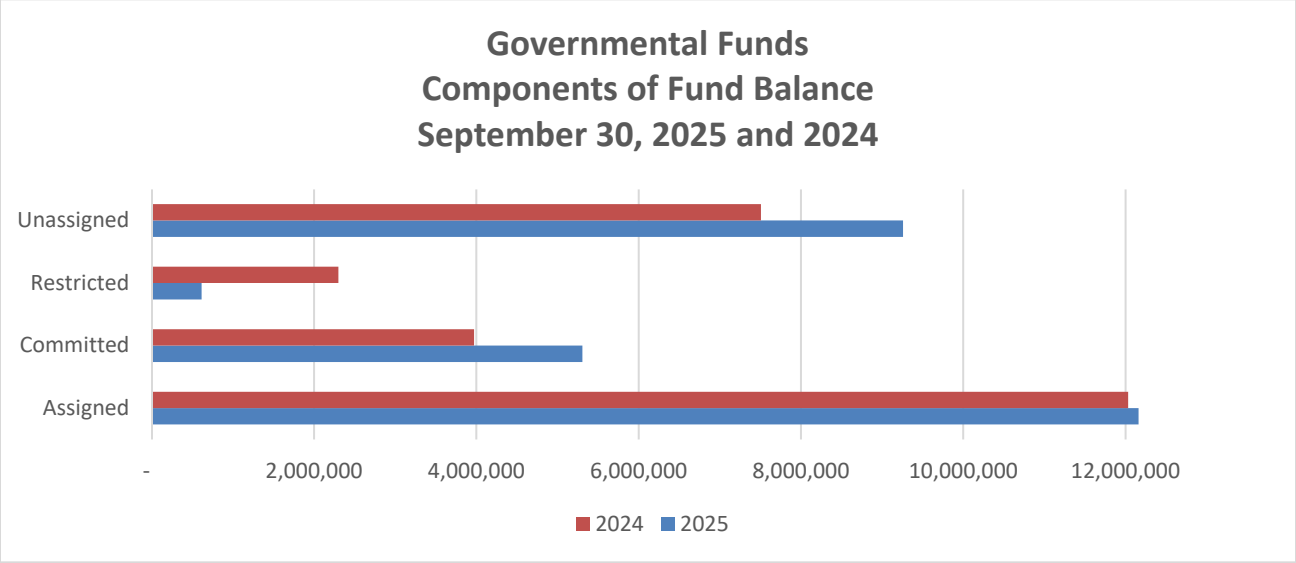


FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the City of Sandpoint uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds – The focus of the City of Sandpoint's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City of Sandpoint's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for discretionary use as they represent the portion of fund balance which has not yet been limited to use for a particular purpose by either an external party, the City of Sandpoint itself, or a group or individual that has been delegated authority to assign resources for particular purposes by the City of Sandpoint's Council.

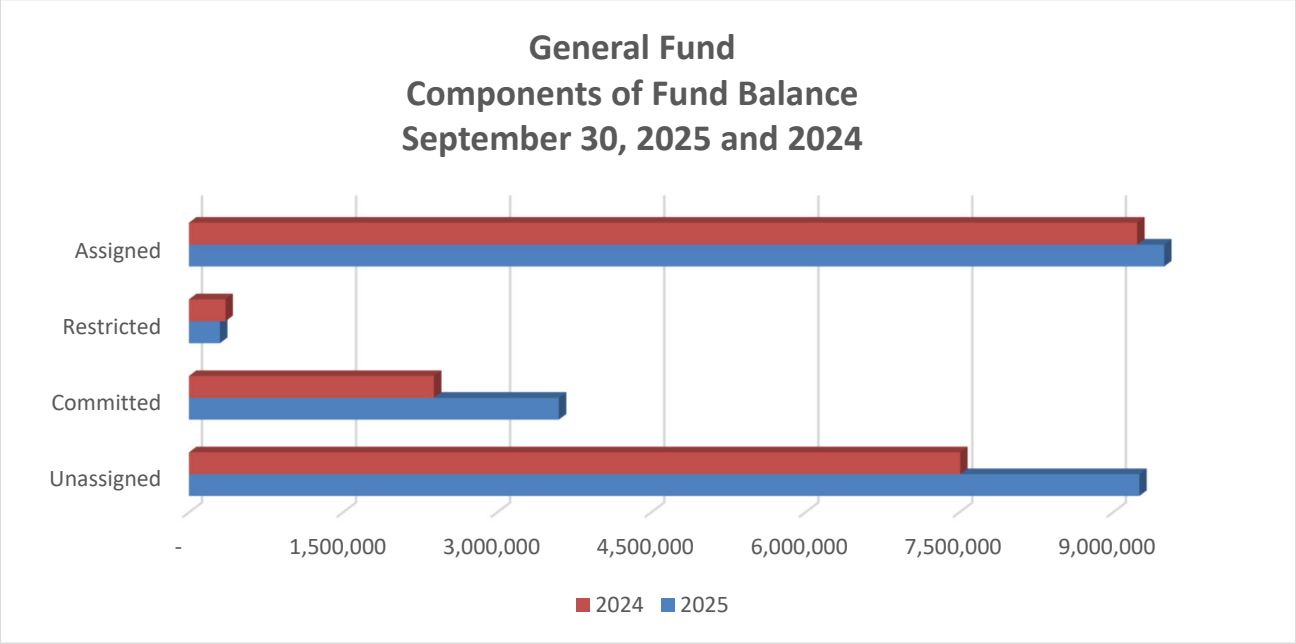
On September 30, 2025, the City of Sandpoint's governmental funds reported combined fund balances of $27,337,778, an increase of $1,525,450 in comparison with the prior year. Approximately 34% of this amount $9,257,584 constitutes *unassigned fund balance*, which is available for spending at the government's discretion. The remainder of the fund balance is either *nonspendable, restricted, committed, or assigned* to indicate that it is 1) not in spendable form $0, 2) legally required to be maintained intact $0, 3) restricted for a particular purpose $613,579, 4) committed for particular purposes $5,305,661 or 5) assigned for particular purposes $12,160,954.



FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (CONCLUDED)

The general fund is the chief operating fund of the City of Sandpoint. At the end of the current fiscal year, the unassigned fund balance of the general fund was $9,257,584 while the total fund balance reached $22,708,842. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures.

The fund balance of the City of Sandpoint's general fund increased by $3,223,264 during the current fiscal year. This is due to an increase in actual property tax revenue, charges for services revenue and investment/interest revenue.



GENERAL FUND BUDGETARY HIGHLIGHTS

Original budget compared to final budget. During the year, there was no need for any significant amendments to increase the original budgeted appropriations.

Table 3
CITY OF SANDPOINT GENERAL FUND – BUDGET TO ACTUALS
September 30, 2025

Revenue source	Estimated revenues	Actual revenues	Difference
Taxes and special assessments	6,386,362	6,200,790	(185,572)
Licenses and permits	408,900	532,629	123,729
Grants	4,585,500	79,097	(4,506,403)
Intergovernmental revenue	5,353,789	3,894,814	(1,458,975)
Interest	30,000	920,934	890,934
Charges for services	309,306	575,573	266,267
Fines and forfeits	100,500	127,643	27,143
Miscellaneous revenues	2,214,181	358,139	(1,856,042)
Expenses	**Estimated expenses**	**Actual expenses**	**Difference**
General government	4,234,503	3,420,824	813,679
Public safety	5,348,923	4,894,429	454,494
Highways and streets	7,788,799	1,912,010	5,876,789
Culture and recreation	992,271	898,079	94,192
Capital outlay	3,344,300	722,705	2,621,595
Debt service:			
Principal retirement	36,537	39,125	(2,588)
Interest expense	1,089	1,139	(50)

Final budget compared to actual results. The most significant differences between estimated expenses and revenues and actual expenses and revenues were as follows:

The surplus/shortfalls in the above revenue sources were caused for various reasons. The unfavorable variance in Grant and Intergovernmental revenues was primarily due to budgeting for projected grant/SURA (Sandpoint Urban Renewal Agency) projects that were delayed to future periods and not a loss of those funds.

The shortfall in budget to actual Tax revenues noted above directly correlates to resort city occupancy taxes.

Over the last decade, the City of Sandpoint has worked to identify and implement charges for various programs and activities. This has included licenses and permits, charges for services, rental rates for community buildings and moorage, and parking fines. The goal of this effort has been to increase the percentage of total revenues that are provided for these services that have been generally funded or subsidized by property taxes in the past. These efforts have been necessary to maintain service levels to Sandpoint citizens at levels they are accustomed to in spite of rising costs.

GENERAL FUND BUDGETARY HIGHLIGHTS (CONCLUDED)

Expense variances are apparent in all categories where the actual expenditures are less than estimated. This is in part due to the delay of several capital projects. Some projects were not able to be completed by September 30 and were extended into the next fiscal year. General government and public safety savings was due to employee turnover that resulted in salary savings; as well as lower costs in most categories for professional and technical services.

Proprietary Funds – The City of Sandpoint's proprietary funds provide the same type of information as found in the government-wide financial statements, but in more detail. The unrestricted net position of the Water Fund at the end of the year was $7,274,162 and the Sewer Fund was $9,737,911. The total change in net position for both funds was $2,843,098 and $4,640,138, respectively. As noted earlier in the discussion of business-type activities, the increase for the Water and Sewer Funds results from an increase in assets (cash and investments) due to delays in projects and capital improvements.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets – The City of Sandpoint's investment in capital assets for its governmental and business-type activities as of September 30, 2025, increased to $88,275,737 (net of accumulated depreciation and amortization) from $83,788,818. This investment in capital assets includes land, buildings, machinery, equipment, vehicles, park/recreation facilities, right-of-use lease assets and the water and sewer treatment facilities. The total increase in capital assets for the current fiscal year was 5% or $4,486,919.

Table 4

CITY OF SANDPOINT'S CAPITAL ASSETS
(net of depreciation and amortization)

	Governmental activities		Business-type activities		Total	
	2025	2024	2025	2024	2025	2024
Land	$ 2,369,186	$ 2,369,186	$ 6,311,579	$ 6,311,579	$ 8,680,765	$ 8,680,765
Construction in progress	269,272	7,096,661	4,065,343	1,393,308	4,334,615	8,489,969
Right-of-use lease assets	629	3,144	-	-	629	3,144
Buildings	12,998,900	5,047,201	315,881	327,638	13,314,781	5,374,839
Improvements other than buildings	15,812,656	15,058,841	208,617	221,436	16,021,273	15,280,277
Machinery and equipment	2,118,630	2,333,518	1,396,588	1,686,151	3,515,218	4,019,669
Infrastructure	550,661	562,713	41,857,795	41,377,442	42,408,456	41,940,155
Total	$ 34,119,934	$ 32,471,264	$ 54,155,803	$ 51,317,554	$ 88,275,737	$ 83,788,818

Major capital assets purchased during the current fiscal year include the following:

- Sidewalks and Pathway Projects $35,184
- Government Building and Parking Lot Projects $516,982
- James E. Russell Sports Center Facility, Travers All-Wheel Park Improvements, Travers Tennis Courts and the Travers Playground & Splashpad and Travers Picnic Shelter $2,814,600
- Vehicles & Equipment – Public Safety $102,723, Parks $77,816, and Sewer $46,505
- Water Treatment Lining/Coating, Generator and SCADA Projects $455,277
- Water and Sewer Mainline Projects $450,560
- Sewer Lift Station, Manhole and SCADA Projects $1,752,318
- Sewer Treatment Facility and Bridge Projects $508,738
- Water and Sewer Contributed Capital $1,155,800

CAPITAL ASSET AND DEBT ADMINISTRATION (CONCLUDED)

Additional information on the City of Sandpoint capital assets can be found in the Note section of this report.

Long-term Debt – At the end of the current fiscal year, the total City of Sandpoint principal bond indebtedness was $11,480,943. Of this amount, $11,456,492 is backed by the full faith and credit of the government and $24,451 is special assessment debt for which the government is liable in the event of default by the property owners subject to the assessment. The remainder of the City of Sandpoint's long-term debt obligations is comprised of compensated absences and financed purchase leases and lease liabilities.

Table 5

CITY OF SANDPOINT'S OUTSTANDING DEBT

	Governmental activities		Business-type activities		Total	
	2025	2024	2025	2024	2025	2024
Compensated absences	$ 567,011	$ 609,837	$ 152,030	$ 112,076	$ 719,041	$ 721,913
Special assessments	24,451	29,888	-	-	24,451	29,888
Financed purchase	-	36,537	-	-	-	36,537
Lease liabilities	653	3,241	-	-	653	3,241
Revenue bonds	-	-	11,456,492	11,968,422	11,456,492	11,968,422
Total	$ 592,115	$ 679,503	$ 11,608,522	$ 12,080,498	$ 12,200,637	$ 12,760,001

The City of Sandpoint's total indebtedness decreased by 5% or $559,364 during the current fiscal year. The reason for the decrease is due to regular annual payments that reduced the principal.

Additional information on the City of Sandpoint's long-term debt can be found in the Note section of this report.

ECONOMIC FACTORS, NEXT YEAR'S BUDGETS, AND RATES

The following economic factors currently affect the City of Sandpoint and were considered in developing the 2025-2026 fiscal year budgets.

- Aerospace, high-tech, and advanced manufacturing businesses continue to be major drivers of the City of Sandpoint's employment base and fiscal stability. Companies such as Kochava, Biomedical Innovations, Daher (formerly Quest), Litehouse, Tamarack Aerospace Group Inc., and Timberline Helicopters have maintained or expanded their workforce, reinforcing Sandpoint's position as a leading innovation and aviation hub in North Idaho. Timberline Helicopters' recent $14 million facility expansion at the Sandpoint Airport represents a significant private capital investment and further strengthens the region's aerospace cluster. This growth reflects long-term confidence in Sandpoint's workforce, infrastructure, and quality of life. According to the Idaho Airport Economic Impact Analysis Update (February 2020), the Sandpoint Airport supports 873 jobs, generates $51.7 million in annual earnings, contributes $101.4 million in annual GDP, and produces $306.8 million in total annual economic output. These figures place Sandpoint among the top-performing general aviation airports in Idaho in terms of economic output, demonstrating that the airport is not simply a transportation asset, but a critical piece of economic infrastructure. The continued expansion of aerospace and aviation-related businesses at and around the airport has translated into sustained employment, increased payroll circulating in the local economy, and strengthened city revenues. This diversified industrial base provides resilience against tourism fluctuations and supports long-term economic stability for Sandpoint residents.

ECONOMIC FACTORS, NEXT YEAR'S BUDGETS, AND RATES (CONCLUDED)

- In July 2017 the Council adopted the Fiscal Policies for Fund Balance, Reserves and Use of One-time Resources and Construction Reserve Policies. As of the end of the FY 2025 the City has $3,519,390 assigned for Operating Reserve, $1,508,310 assigned for an Emergency Reserve and $4,000,000 assigned for the Construction Reserve. The Construction Reserve funds the construction of the Downtown Revitalization Projects. This construction began in FY 2018 and will continue through FY 2027 (or longer) with the SURA funding to occur through FY 2029. This has improved utilization of the City Funds and restricts funds in case of emergencies.
- The City continues phase two in bringing dark fiber to Sandpoint. IRU and leasing fees have been established and franchise agreements have been brought to City Council for the various telecommunication companies that the City is providing fiber to. These are both in the commercial and residential zones. These agreements increase revenues and enhance services to residents.
- The 2025-2026 Budget was adopted at $49,927,665, a decrease of $571,389 or 1.13% over the prior year fiscal budget of $50,499,054. The budget includes $13,622,600 of unspent funds from prior years. Over 72% of these unspent funds are due to water and sewer reserves to be used for infrastructure upgrades. The remaining is due to unspent funds in the Governmental Funds.
- Property taxes were budgeted for the 2025-2026 fiscal year at $5,343,205, an increase of $290,338 or 5.75% over last year's property tax amount. Community growth has contributed to this revenue increase, which will be used to fund increases in recurring expenditures and obligations.

Requests for Information

This financial report is designed to provide a general overview of the City of Sandpoint's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Sarah Lynds - Finance Director
City of Sandpoint
1123 Lake Street
Sandpoint, Idaho 83864

FINANCIAL SECTION

BASIC FINANCIAL STATEMENTS

City of Sandpoint

STATEMENT OF NET POSITION
September 30, 2025

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Sandpoint Urban Renewal Agency
ASSETS				
Cash and investments	$ 26,602,461	$ 16,673,340	$ 43,275,801	$ 7,577,919
Receivables, net	1,478,590	2,463,222	3,941,812	2,301,965
Due from SURA component unit	609,820	-	609,820	-
Inventory	-	154,322	154,322	-
Lease receivable	1,100,856	-	1,100,856	-
Net pension asset - Firefighters' Retirement Fund	2,658,259	-	2,658,259	-
Land	2,369,186	6,311,579	8,680,765	-
Construction in progress	269,272	4,065,343	4,334,615	-
Capital and intangible assets, net of accumulated depreciation and amortization	31,481,476	43,778,881	75,260,357	-
Restricted assets:				
Cash and investments	582,885	25,046,069	25,628,954	84,792
Endowment	29,816	-	29,816	-
Interest receivable	878	-	878	-
Total assets	67,183,499	98,492,756	165,676,255	9,964,676
DEFERRED OUTFLOWS OF RESOURCES				
Proportionate share of collective deferred outflows of resources - PERSI Base Plan	797,635	237,597	1,035,232	-
Total deferred outflows of resources	797,635	237,597	1,035,232	-
LIABILITIES				
Accounts payable and accrued expenses	1,424,751	592,953	2,017,704	37,294
Unearned property taxes	-	-	-	2,251,010
Payable from restricted assets:				
Customer deposits	412,039	-	412,039	-
Accrued interest payable	-	134,733	134,733	-
Lease liabilities - current portion	653	-	653	-
Special assessment bond - current portion	5,695	-	5,695	-
Notes payable - current portion	-	-	-	145,429
Revenue bonds - current portion	-	525,412	525,412	-
Noncurrent liabilities:				
Compensated absences - noncurrent portion	567,011	152,030	719,041	-
Special assessment bond - noncurrent portion	18,756	-	18,756	-
Notes payable - noncurrent portion	-	-	-	1,042,936
Revenue bonds - noncurrent portion	-	10,931,080	10,931,080	-
Net pension liability	2,334,091	638,475	2,972,566	-
Total liabilities	4,762,996	12,974,683	17,737,679	3,476,669
DEFERRED INFLOWS OF RESOURCES				
Proportionate share of collective deferred inflows of resources - PERSI Base Plan	892,439	394,425	1,286,864	-
Proportionate share of collective deferred inflows of resources - Firefighters' Retirement Fund	51,302	-	51,302	-
Deferred inflows of resources from lease receivable	1,100,856	-	1,100,856	-
Total deferred inflows of resources	2,044,597	394,425	2,439,022	-
NET POSITION				
Net investment in capital and intangible assets	34,119,281	42,699,311	76,818,592	-
Restricted for:				
Contributions	7,138	-	7,138	-
RCT property tax relief fund	294,574	-	294,574	-
James E. Russell Sports Center	25,000	-	25,000	-
Endowment - nonexpendable	29,816	-	29,816	-
Capital improvements	6,316	20,172,587	20,178,903	-
Debt	250,735	1,715,134	1,965,869	-
Inflow and infiltration	-	1,954,400	1,954,400	-
Watershed protection	-	716,714	716,714	-
Ponderay impact	-	101,932	101,932	-
Other	-	385,302	385,302	-
Downtown district	-	-	-	899,575
Northern district	-	-	-	5,588,432
Unrestricted	26,440,681	17,615,865	44,056,546	-
Total net position	$ 61,173,541	$ 85,361,245	$ 146,534,786	$ 6,488,007

The accompanying "Notes to the Financial Statements"
are an integral part of this statement.

City of Sandpoint

STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2025

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Capital Grants	Net (Expense) Revenue and Changes in Net Position: Primary Government: Governmental Activities	Primary Government: Business-type Activities	Primary Government: Total	Component Units: Sandpoint Urban Renewal Agency
Governmental activities:							
General government	$ 3,641,911	$ 572,167	$ 49,921	$ (3,019,823)	$ -	$ (3,019,823)	$ -
Public safety	5,054,690	1,023,028	29,176	(4,002,486)	-	(4,002,486)	-
Highways and streets	2,867,994	-	-	(2,867,994)	-	(2,867,994)	-
Culture and recreation	2,351,498	734,794	460,910	(1,155,794)	-	(1,155,794)	-
Other	-	516,152	-	516,152	-	516,152	-
Interest on long-term debt	1,580	-	-	(1,580)	-	(1,580)	-
Change in net pension liability	396,468	-	-	(396,468)	-	(396,468)	-
Unallocated actual PERSI contributions	(604,736)	-	-	604,736	-	604,736	-
Total governmental activities	13,709,405	2,846,141	540,007	(10,323,257)	-	(10,323,257)	-
Business-type activities:							
Water	2,809,368	4,863,435	1,759,420	-	3,813,487	3,813,487	-
Sewer	2,727,994	6,909,414	721,479	-	4,902,899	4,902,899	-
Bond payment fund	308,821	-	-	-	(308,821)	(308,821)	-
Other proprietary funds	637,497	877,193	-	-	239,696	239,696	-
Total business-type activities	6,483,680	12,650,042	2,480,899	-	8,647,261	8,647,261	-
Total primary government	$ 20,193,085	$ 15,496,183	$ 3,020,906	(10,323,257)	8,647,261	(1,675,996)	-
Component unit:							
Community development							568,981
Interest expense							26,201
Total component unit							595,182
General revenues:							
Property taxes and special assessments				6,447,089	-	6,447,089	1,843,454
Penalties and interest				-	-	-	301,654
Investment earnings				1,119,825	1,831,686	2,951,511	-
Intergovernmental revenue				3,894,814	-	3,894,814	-
Transfers				2,349,286	(2,349,286)	-	-
Total general revenues and transfers				13,811,014	(517,600)	13,293,414	2,145,108
Change in net position				3,487,757	8,129,661	11,617,418	1,549,926
Net position - beginning				57,685,784	77,231,584	134,917,368	4,938,081
Net position - ending				$ 61,173,541	$ 85,361,245	$ 146,534,786	$ 6,488,007

The accompanying "Notes to the Financial Statements" are an integral part of this statement.

City of Sandpoint

GOVERNMENTAL FUNDS
BALANCE SHEET
September 30, 2025

	General	Parks Improvement	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and investments	$ 22,019,237	$ 1,209,351	$ 3,373,873	$ 26,602,461
Receivables	391,328	559,750	20,533	971,611
Due from SURA component unit	609,820	-	-	609,820
Due from other governments	506,979	-	-	506,979
Restricted assets:				
Cash and investments	301,712	6,316	274,857	582,885
Endowment	-	-	29,816	29,816
Interest receivable	-	-	878	878
Total assets	$ 23,829,076	$ 1,775,417	$ 3,699,957	$ 29,304,450
LIABILITIES				
Accounts payable and accrued expenses	$ 588,718	$ 80,710	$ 755,323	$ 1,424,751
Customer deposits	412,039	-	-	412,039
Total liabilities	1,000,757	80,710	755,323	1,836,790
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue-property taxes	119,477	-	5,630	125,107
Unavailable revenue-special assessments	-	-	4,775	4,775
Total deferred inflows of resources	119,477	-	10,405	129,882
FUND BALANCES:				
Restricted for:				
Historic Commission Donation	479	-	-	479
Art Contributions	2,500	-	-	2,500
Tennis Court Donations	-	933	-	933
Parks Non-Res Dev Fee	-	1,233	-	1,233
Dog Park	-	4,150	-	4,150
Debt Service	-	-	250,735	250,735
Police Contributions	4,159	-	-	4,159
RCT property tax relief fund	294,574	-	-	294,574
James E. Russell Sports Center	-	-	25,000	25,000
Endowment - nonexpendable	-	-	29,816	29,816
Committed to:				
Downtown Farmin Landing	256,592	-	-	256,592
Downtown Parking Dedicated Funds	61,108	-	-	61,108
In Lieu of Sidewalk Dedicated Funds	165,371	-	-	165,371
Memorial Field Replacement / Maintenance	-	542,529	-	542,529
FY26 Recreation Budget	-	-	2,252	2,252
FY26 Capital Improvement Fund (impact fees)	-	-	1,160,000	1,160,000
FY26 General Fund Budget	3,117,809	-	-	3,117,809
Assigned to:				
Byway Pump	60,000	-	-	60,000
Healthcare	104,767	-	-	104,767
Recreation Fund	-	-	382,234	382,234
Operating Reserve	3,519,390	-	-	3,519,390
Emergency Reserve	1,508,310	-	-	1,508,310
Construction Reserve	4,000,000	-	-	4,000,000
Street and sidewalk projects - RCT	356,199	-	-	356,199
Capital Improvement Fund (impact fees)	-	-	919,204	919,204
Parks Capital Improvement Fund	-	1,145,862	-	1,145,862
Fiber Optic Fund	-	-	164,988	164,988
Unassigned:				
General fund	9,257,584	-	-	9,257,584
Total fund balances	22,708,842	1,694,707	2,934,229	27,337,778
Total liabilities, deferred inflows of resources and fund balances	$ 23,829,076	$ 1,775,417	$ 3,699,957	$ 29,304,450

The accompanying "Notes to the Financial Statements"
are an integral part of this statement.

City of Sandpoint

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
September 30, 2025

Total fund balance at September 30, 2025 - Governmental Funds		$ 27,337,778
Leases receivable		1,100,856
Cost of capital and intangible assets	$ 51,261,966	
Less: accumulated depreciation and amortization		
Right-of-use lease assets	(12,575)	
Buildings	(1,786,671)	
Improvements other than buildings	(10,424,050)	
Machinery and equipment	(4,842,990)	
Infrastructure	(75,746)	34,119,934
Elimination of deferred inflows of resources		129,882
Lease liabilities - current portion		(653)
Special assessmend bond - current portion		(5,695)
Long-term liabilities		
Compensated absences	(567,011)	
Special assessment bond payable - noncurrent portion	(18,756)	(585,767)
Deferred inflows of resources from leases receivable		(1,100,856)
Items related to GASB 68 and reporting net pension asset (liability):		
Proportionate share of collective deferred outflows of resources	797,635	
Proportionate share of collective deferred inflows of resources	(943,741)	
Net pension asset	2,658,259	
Net pension liability	(2,334,091)	178,062
Net position at September 30, 2025		$ 61,173,541

The accompanying "Notes to the Financial Statements" are an integral part of this statement.

City of Sandpoint

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
For the Year Ended September 30, 2025

	General	Parks Improvement	Other Governmental Funds	Total
REVENUES				
Special assessments and property taxes	$ 6,200,790	$ -	$ 229,297	$ 6,430,087
Licenses and permits	532,629	-	-	532,629
Grants	79,097	460,910	-	540,007
Intergovernmental revenue	3,894,814	-	-	3,894,814
Interest	920,934	65,493	133,398	1,119,825
Impact fees	-	-	516,152	516,152
Charges for services	575,573	523,054	163,357	1,261,984
Fines and forfeits	127,643	-	-	127,643
Miscellaneous revenues	358,139	1,500	48,094	407,733
Total revenues	12,689,619	1,050,957	1,090,298	14,830,874
EXPENDITURES				
General government	3,420,824	-	17,176	3,438,000
Public safety	4,894,429	-	-	4,894,429
Highways and streets	1,912,010	-	350,019	2,262,029
Culture and recreation	898,079	135,606	432,142	1,465,827
Capital outlay	722,705	2,616,886	207,713	3,547,304
Debt service:				
Principal	39,125	-	5,437	44,562
Interest	1,139	-	1,420	2,559
Total expenditures	11,888,311	2,752,492	1,013,907	15,654,710
Excess (deficiency) of revenues over (under) expenditures	801,308	(1,701,535)	76,391	(823,836)
OTHER FINANCING SOURCES (USES)				
Transfers in	2,437,616	53	27,899	2,465,568
Transfers (out)	(15,660)	(25,000)	(75,622)	(116,282)
Total other financing sources (uses)	2,421,956	(24,947)	(47,723)	2,349,286
Net change in fund balances	3,223,264	(1,726,482)	28,668	1,525,450
Fund balances - beginning	19,485,578	3,421,189	2,905,561	25,812,328
Fund balances - ending	$ 22,708,842	$ 1,694,707	$ 2,934,229	$ 27,337,778

The accompanying "Notes to the Financial Statements" are an integral part of this statement.

City of Sandpoint

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2025

Total net changes in fund balances for the year ended September 30, 2025		$ 1,525,450
Add:	Capital outlay which is considered expenditures	3,547,304
Less:	Depreciation and amortization expense	(1,898,634)
Add:	Special assessment debt payments considered as expenditures	5,437
Add:	Financed purchase debt payments considered as expenditures	36,537
Add:	Lease liabilities debt payments considered as expenditures	2,588
Add:	Change in accrued interest expense	979
Add:	Change in compensated absences	42,826
Add:	Difference between revenue earned on property taxes on modified accrual basis versus revenue on property taxes on accrual basis	17,002
Less:	Change in net pension liability	(396,468)
Add:	Unallocated actual PERSI contributions	604,736
Change in net position for year ended September 30, 2025		$ 3,487,757

The accompanying "Notes to the Financial Statements"
are an integral part of this statement.

City of Sandpoint

PROPRIETARY FUNDS
STATEMENT OF NET POSITION
September 30, 2025

	Water	Sewer	Bond Payment Fund	Sanitation*	Total
ASSETS					
Current assets:					
Cash and investments	$ 6,861,505	$ 9,183,920	$ 131,152	$ 496,763	$ 16,673,340
Receivables, net	1,018,085	1,334,527	3,581	107,029	2,463,222
Inventory	154,322	-	-	-	154,322
Total current assets	8,033,912	10,518,447	134,733	603,792	19,290,884
Noncurrent assets:					
Restricted cash and investments	11,769,855	12,383,510	888,384	4,320	25,046,069
Land	5,121,649	1,189,930	-	-	6,311,579
Construction in progress	631,371	3,433,972	-	-	4,065,343
Capital and intangible assets, net of accumulated depreciation and amortization	30,436,144	13,342,737	-	-	43,778,881
Total noncurrent assets	47,959,019	30,350,149	888,384	4,320	79,201,872
Total assets	55,992,931	40,868,596	1,023,117	608,112	98,492,756
DEFERRED OUTFLOWS OF RESOURCES					
Proportionate share of collective deferred outflows of resources	140,969	96,628	-	-	237,597
Total deferred outflows of resources - PERSI Base Plan	140,969	96,628	-	-	237,597
LIABILITIES					
Current liabilities:					
Accounts payable and accrued expenses	205,430	387,523	-	-	592,953
Payable from restricted assets:					
Accrued interest payable	-	-	134,733	-	134,733
Revenue bonds - current portion	-	-	525,412	-	525,412
Total current liabilities	205,430	387,523	660,145	-	1,253,098
Noncurrent liabilities:					
Revenue bonds - noncurrent portion	-	-	10,931,080	-	10,931,080
Compensated absences - noncurrent portion	77,427	74,603	-	-	152,030
Net pension liability	422,155	216,320	-	-	638,475
Total noncurrent liabilities	499,582	290,923	10,931,080	-	11,721,585
Total liabilities	705,012	678,446	11,591,225	-	12,974,683
DEFERRED INFLOWS OF RESOURCES					
Proportionate share of collective deferred inflows of resources	195,707	198,718	-	-	394,425
Total deferred inflows of resources - PERSI Base Plan	195,707	198,718	-	-	394,425
NET POSITION					
Net investment in capital and intangible assets	36,189,164	17,966,639	(11,456,492)	-	42,699,311
Restricted for:					
Capital improvements	9,743,477	10,429,110	-	-	20,172,587
Debt	826,750	-	888,384	-	1,715,134
Inflow and infiltration	-	1,954,400	-	-	1,954,400
Watershed protection	716,714	-	-	-	716,714
Ponderay impact	101,932	-	-	-	101,932
Other	380,982	-	-	4,320	385,302
Unrestricted	7,274,162	9,737,911	-	603,792	17,615,865
Total net position	$ 55,233,181	$ 40,088,060	$ (10,568,108)	$ 608,112	$ 85,361,245

*Not a major fund

The accompanying "Notes to the Financial Statements"
are an integral part of this statement.

City of Sandpoint

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended September 30, 2025

	Water	Sewer	Bond Payment Fund	Sanitation*	Total
OPERATING REVENUES					
Charges for services	$ 4,762,788	$ 6,909,413	$ -	$ 877,193	$ 12,549,394
Miscellaneous revenues	100,647	1	-	-	100,648
Total operating revenues	4,863,435	6,909,414	-	877,193	12,650,042
OPERATING EXPENSES					
Personal services	1,048,865	851,272	-	-	1,900,137
Contractual services	396,462	487,724	-	625,712	1,509,898
Other services and charges	437,579	359,104	-	11,785	808,468
Heat, lights, and power	134,341	131,603	-	-	265,944
Depreciation	704,417	826,533	-	-	1,530,950
Change in net pension liability	87,704	71,758	-	-	159,462
Total operating expenses	2,809,368	2,727,994	-	637,497	6,174,859
Operating income	2,054,067	4,181,420	-	239,696	6,475,183
NONOPERATING REVENUES (EXPENSES)					
Interest income	811,605	953,618	44,883	21,580	1,831,686
Interest expense	-	-	(308,821)	-	(308,821)
Total nonoperating revenues (expenses)	811,605	953,618	(263,938)	21,580	1,522,865
Income (loss) before contributions and transfers	2,865,672	5,135,038	(263,938)	261,276	7,998,048
Capital contributions - cap fees	1,759,420	721,479	-	-	2,480,899
Transfers in	160,758	6,235	826,750	-	993,743
Transfers (out)	(1,942,752)	(1,222,614)	-	(177,663)	(3,343,029)
Total transfers	(1,781,994)	(1,216,379)	826,750	(177,663)	(2,349,286)
Change in net position	2,843,098	4,640,138	562,812	83,613	8,129,661
Total net position - beginning	52,390,083	35,447,922	(11,130,920)	524,499	77,231,584
Total net position - ending	$ 55,233,181	$ 40,088,060	$ (10,568,108)	$ 608,112	$ 85,361,245

*Not a major fund

The accompanying "Notes to the Financial Statements"
are an integral part of this statement.

City of Sandpoint

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS
For the Year Ended September 30, 2025

	Water	Sewer	Bond Payment	Sanitation*	Total
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from customers and users	$ 4,752,664	$ 6,623,014	$ -	$ 873,183	$ 12,248,861
Payments to employees	(1,132,016)	(906,051)	-	-	(2,038,067)
Payments to suppliers	(1,628,620)	(803,631)	-	(639,295)	(3,071,546)
Net cash provided (used) by operating activities	1,992,028	4,913,332	-	233,888	7,139,248
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES					
Additional contributed capital	1,759,420	721,479	-	-	2,480,899
Operating transfers (out) in	(1,781,994)	(1,216,379)	826,750	(177,663)	(2,349,286)
Net cash provided (used) by noncapital financing activities	(22,574)	(494,900)	826,750	(177,663)	131,613
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES					
Acquisition of fixed assets	(1,626,963)	(2,742,236)	-	-	(4,369,199)
Principal paid on bonds and leases	-	-	(511,930)	-	(511,930)
Interest paid	-	-	(314,819)	-	(314,819)
Net cash provided (used) by capital and related financing activities	(1,626,963)	(2,742,236)	(826,749)	-	(5,195,948)
CASH FLOWS FROM INVESTING ACTIVITIES					
Interest income	811,605	953,618	45,434	21,580	1,832,237
Net cash provided (used) by investing activities	811,605	953,618	45,434	21,580	1,832,237
Net increase (decrease) in cash and investments	1,154,096	2,629,814	45,435	77,805	3,907,150
Cash and investments, beginning	17,477,264	18,937,616	974,101	423,278	37,812,259
Cash and investments, ending	$ 18,631,360	$ 21,567,430	$ 1,019,536	$ 501,083	$ 41,719,409
Reconciliation of operating income to net cash provided (used) by operating activities:					
Operating income	$ 2,054,067	$ 4,181,420	$ -	$ 239,696	$ 6,475,183
Adjustments to reconcile operating income to net cash provided (used) by operating activities:					
Depreciation	704,417	826,533	-	-	1,530,950
Changes in assets and liabilities:					
(Increase) decrease in:					
Receivables	(101,165)	(286,400)	-	(4,010)	(391,575)
Inventory	(108,496)	-	-	-	(108,496)
Increase (decrease) in:					
Vouchers payable	(551,742)	188,054	-	(1,798)	(365,486)
Items related to net pension liability	4,553	3,725	-	-	8,278
Customer deposits	(9,606)	-	-	-	(9,606)
Net cash provided (used) by operating activities	$ 1,992,028	$ 4,913,332	$ -	$ 233,888	$ 7,139,248
Reconciliation of cash to the statement of net position:					
Cash and investments	$ 6,861,505	$ 9,183,920	$ 131,152	$ 496,763	$ 16,673,340
Restricted cash and investments	11,769,855	12,383,510	888,384	4,320	25,046,069
	$ 18,631,360	$ 21,567,430	$ 1,019,536	$ 501,083	$ 41,719,409

*Not a major fund

The accompanying "Notes to the Financial Statements"
are an integral part of this statement.

City of Sandpoint

NOTES TO THE FINANCIAL STATEMENTS
September 30, 2025

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of Sandpoint (the "City") is an incorporated city of the State of Idaho. The City of Sandpoint, Idaho operates under a Mayor/Council form of government and provides the following services as authorized by its charter: public safety (police and fire), highways and streets, sanitation, health and social services, culture - recreation, public improvements, planning and zoning, and general administrative services.

The City is governed by an elected Mayor and City Council. The City provides a wide range of municipal services that include police, fire, and other services. Water, sewer, bond payment, and sanitation services are provided by the City and are accounted for as enterprise funds.

The financial statements include all operations controlled by the City. A reporting entity consists of the primary government, organizations for which the primary government is financially accountable and other organizations for which the nature and significance of the relationship are such that exclusion would cause the reporting entity's financial statements to be misleading.

The Sandpoint Urban Renewal Agency (the "Agency") was established to promote urban development and improvement in deteriorated areas within the Agency's boundaries. The Agency is governed by a seven-member Board of Commissioners appointed by the Mayor of the City and confirmed by the City Council. The City Council has the ability to appoint, reassign or dismiss the board members of the Agency. The Agency is considered a discretely presented component unit of the City and is reported in the discretely presented component unit column in the government wide financial statements to emphasize it is legally separate from the City. Complete financial statements for the Agency can be obtained at the clerk's office.

The financial statements of the City have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The most significant of the City's accounting policies are described below:

B. Basis of Presentation – Government-wide Financial Statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds and internal service funds, while business-type activities incorporate data from the government's enterprise funds. Separate financial statements are provided for governmental funds and proprietary funds. The City, at this time, does not report internal service funds.

(Concluded)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the government's funds. Separate statements for each fund category—governmental and proprietary are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements.

The government reports the following major governmental funds:

The *General Fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Parks Improvement Fund* is used to account for user fees, program fees and private donations restricted for the development of public properties devoted to parks and recreation.

The government reports the following major proprietary funds:

The *Water Fund* accounts for the provision of water services to residential, commercial, and wholesale users. All activities necessary to provide such services are accounted for in this fund, including (but not limited to) administration, operations, maintenance, financing, and related debt service.

The *Sewer Fund* accounts for the provision of wastewater services to residential and commercial users. All activities necessary to provide such services are accounted for in this fund, including (but not limited to) administration, operations, maintenance, financing, and related debt service.

The *Bond Payment Fund* accounts for the payment of bond debt associated with the proprietary funds.

The government reports the following nonmajor proprietary fund:

The *Sanitation Fund* accounts for the provision of sanitation services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including (but not limited to) administration, operations and maintenance. Commercial users are billed by the City's service provider, and a portion of the billings is remitted to the City.

During the course of operations, the City has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds. While these balances are reported in the fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds included in business-type activities (i.e., the enterprise funds) are eliminated so that only the net amount is included as internal balances in the business-type activities column.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Presentation – Fund Financial Statements (Concluded)

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in the governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business-type activities column.

D. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital and intangible asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under leases are reported as other financing sources.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the City.

Expenses/Expenditures – On the accrual basis of accounting, expenses are recognized at the time they are incurred.

(Concluded)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Measurement Focus and Basis of Accounting (Concluded)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water, wastewater and sanitation funds are charges to customers for sales and services. The water and sewer fund also recognize as operating revenue the portion of cap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

E. Cash and Investments

The City pools cash resources of its various funds in order to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash accounts is available to meet current operating requirements. Cash in excess of current requirements is invested in various interest-bearing securities and disclosed as part of the City's investments.

For purposes of reporting cash flows, cash (unrestricted as well as restricted cash) and cash equivalents include: cash on hand, amount due from banks, and investments with maturities of less than 90 days. If maturity is greater than 90 days, the certificates of deposit are classified as cash equivalents since they are part of the City's cash management activity, short-term and readily convertible to known amounts of cash. Investments are stated at cost, which approximates market. Investments on hand at September 30, 2025 meet the guidelines as set by regulations of the State of Idaho.

F. Capital and Intangible Assets

Capital and intangible assets, which include property, plant, equipment, infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), and right-of-use lease assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements.

The City contracted with an independent appraisal firm to perform a complete inventory of capital assets in June of 2004. Capital assets were valued at estimated historical costs when original costs were not available. The City continues to update this inventory. Donated fixed assets are capitalized at fair value on the date donated.

Capital and intangible assets valued at $15,000 or more which have a useful life of more than three years are capitalized.

Interest incurred during the construction phase of capital assets of enterprise funds is included as part of the capitalized value of the assets constructed. The amount of interest capitalized depends on the specific circumstances. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the lives are not capitalized.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Capital and Intangible Assets (Concluded)

Property, plant, and equipment of the primary government, as well as the component unit, are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	50
Equipment	5 – 15
Infrastructure	75
Other improvements	20

Intangible right-of-use lease assets are recorded at net present value, and lease liabilities are amortized using the straight-line method over the life of the lease.

G. Compensated Absences

Newly hired employees will start to earn paid time off ("PTO") time at the rate of 14 hours per month (28.8 per month for firefighters). Accrual rates increase with an employee's years of service and cannot exceed two times the annual accrual rate. Employees must have five years of experience to request a cash out of PTO balances in excess of the required minimum balance of 160 hours (480 hour minimum for firefighters). Upon separation from service for any reason other than retirement, employees will be cashed out at 100% of their PTO balance.

Employees must be in paid status for more than one-half (1/2) of their scheduled workdays during the month to earn credit for PTO time. Employees working percentage time (permanent part-time) will accrue PTO time on a pro-rated basis.

H. Accrued Liabilities and Long-term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements.

In general, payables and accrued liabilities that will be paid from governmental funds are reported on the governmental fund financial statements regardless of whether they will be liquidated with current resources. However, claims and judgments and the noncurrent portion of leases, which will be paid from governmental funds, are reported as a liability in the fund financial statements only to the extent that they will be paid with current, expendable, available financial resources. In general, payments made within sixty days after year-end are considered to have been made with current available financial resources. Bonds and other long-term obligations that will be paid from governmental funds are not recognized as a liability in the fund financial statements until due.

I. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The City only has one item that qualifies for reporting in this category. It is the deferred outflows relating to the accounting for the net pension obligation on the government-wide and proprietary funds statement of net position, in accordance with GASB 68, Accounting and Financial Reporting for Pensions.

(Concluded)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. Deferred Outflows/Inflows of Resources (Concluded)

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

The City has one type of item, which arises under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

The City has two types of items, which arise under full accrual basis of accounting that qualify for reporting in this category. Accordingly, the items, proportionate share of collective deferred inflows of resources, and lease receivable, are reported only on the government-wide and proprietary funds statement of net position. The government-wide and proprietary funds statement of net position reports proportionate share of collective deferred inflows of resources from one source: accounting for the net pension obligation, in accordance with GASB 68, Accounting and Financial Reporting for Pensions.

J. Fund Balance Classifications

The City has adopted GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (required implementation date of September 2011). This Statement establishes criteria for classifying governmental fund balances into specifically defined classifications. Classifications are hierarchical and are based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the funds may be spent. Application of the Statement requires the City to classify and report amounts in the appropriate fund balance classifications. The City's accounting and finance policies are used to interpret the nature and/or requirements of the funds and their corresponding assignment of restricted, committed, assigned, or unassigned.

The City reports the following classifications:

Nonspendable Fund Balance — Nonspendable fund balances are amounts that cannot be spent because they are either: (a) not in spendable form—such as inventory or prepaid insurance, or (b) legally or contractually required to be maintained intact—such as a trust that must be retained in perpetuity.

Restricted Fund Balance — Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Restrictions are placed on fund balances when legally enforceable legislation establishes a specific purpose for the funds. Legal enforceability means that the City can be compelled by an external party (e.g., citizens, public interest groups, the judiciary) to use resources created by enabling legislation only for the purposes specified by the legislation.

(Concluded)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Fund Balance Classifications (Concluded)

Committed Fund Balance – Committed fund balances are amounts that can only be used for specific purposes as a result of constraints imposed by the City Council. Amounts in the committed fund balance classification may be used for other purposes with appropriate due process by the City Council. Committed fund balances differ from restricted balances because the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

Assigned Fund Balance – Assigned fund balances are amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by: (a) the City Treasurer, or (b) an appointed body (e.g., a budget or finance committee) or official to which the City Council have delegated the authority to assign, modify, or rescind amounts to be used for specific purposes. Assigned fund balance includes: (a) all remaining amounts that are reported in governmental funds (other than the general fund) that are not classified as non-spendable, restricted, or committed, and (b) amounts in the general fund that are intended to be used for a specific purpose. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service, or permanent fund, are assigned for purposes in accordance with the nature of their fund type. Assignment within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the City itself.

Unassigned Fund Balance – Unassigned fund balance is the residual classification for the general fund. This classification represents general fund balance that has not been assigned to other funds, and that has not been restricted, committed, or assigned to specific purposes within the general fund.

K. Fund Balance Flow Assumptions

Sometimes, the City will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

L. Net Position Flow Assumptions

Net position represents the difference between assets, deferred outflows of resources and liabilities and deferred inflows of resources. Net investment in capital and intangible assets, net of related debt consists of capital and intangible assets, net of accumulated depreciation and amortization, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

(Concluded)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

L. Net Position Flow Assumptions (Concluded)

Sometimes, the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

M. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

N. Property Taxes

Property Taxes - Property taxes are levied by the board of commissioners on the first Monday in September and become payable on December 20. Taxpayers may pay one-half on December 20, and the remaining half the following June 20. Property taxes are computed from levies and collections verified by inspection of records of the Bonner County auditor's office. Bonner County collects all property tax revenue for the City.

Bonner County – Due from Bonner County are taxes and other county collections allocable to the fiscal year ended September 30, 2025, which were collected and held by the county at September 30, 2025, but not yet remitted to the City until after September 30, 2025.

O. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Public Employee Retirement System of Idaho Base Plan (Base Plan) and additions to/deductions from the Base Plan's fiduciary net position have been determined on the same basis as they are reported by the Base Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of measuring the net pension asset and pension expense (revenue), information about the fiduciary net position of the Firefighters' Retirement Fund Plan (FRF) and additions to/deductions from FRF's fiduciary net position have been determined on the same basis as they are reported by the FRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

P. Beneficial Interest – Assets Held by the Innovia Foundation

On February 26, 2024, the City established an endowment fund that is perpetual in nature. The fund is held and invested by the Innovia Foundation for the City's benefit and is reported at fair value in the statement of net position, with distributions and changes in fair value recognized in the statement of activities.

(Concluded)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONCLUDED)

Q. New Accounting Pronouncements

In June 2022, the Governmental Accounting Standards Board (GASB) issued Summary of Statement Number 101 Compensated Absences (GASB 101), which is required to be adopted for entities with fiscal years beginning after December 15, 2023. The objective of GASB 101 is to better meet the needs of financial statement users by updating the recognition and measurement guidance for compensated absences. The City has considered the effect that GASB 101 will have on the financial statements and has adopted and implemented the requirements of GASB 101 for the year ended September 30, 2025, with retroactive application.

NOTE 2: STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1) Prior to September 1, the Finance Director, the Mayor, and the City Council prepare a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
2) Public hearings are conducted at the city hall to obtain taxpayer comments.
3) Prior to October 1, the budget is legally enacted through passage of an ordinance.
4) The City Council by following the same budgetary procedures used to adopt the original budget may amend it to a greater amount if additional revenue will accrue to the City as a result of increases in state or federal grants or allocations, as a result of an increase in revenues from any source other than ad valorem tax revenues or as a result of an increase in enterprise funds to finance the operation and maintenance of governmental facilities and services which are entirely or predominantly self-supporting by user charges.
5) Formal budgetary integration is employed as a management control device during the year for the general fund, special revenue funds, debt service funds and capital project funds.
6) Budgets for the general and special revenue funds are adopted on a basis that differs with generally accepted accounting principles (GAAP) as applied to government units. Generally accepted accounting principles require that the total cost of equipment purchased through leases for the current year be recorded as an expenditure. The City budgets for the payment on these leases only and not the total cost of the equipment.
7) Budgeted amounts are as originally adopted or as amended by the City Council.

The City does not use the encumbrance method of accounting.

NOTE 3: CASH AND INVESTMENTS

General:

State statutes authorize the City's deposits and investments. The City is authorized to invest in demand deposits, savings accounts, U.S. Government obligations and its agencies, obligations of Idaho and its agencies, fully collateralized repurchase agreements, prime domestic commercial paper, prime domestic bankers acceptances, bonds, debentures or notes of any corporation organized, controlled and operating within the U.S. which have at their purchase an "A" rating or higher, government pool and money market funds consisting of any of these securities listed. No violations of these categories have occurred during the year.

Custodial credit risk:

Custodial credit risk is the risk that in the event of a failure of a financial institution, the City's deposits and investments may not be returned to it. The City does not have a deposit policy for custodial credit risk. As of September 30, 2025, the City's deposits and investments were exposed to custodial credit risk as follows:

Deposits without exposure to custodial credit risk:		
Amount insured by FDIC	$	250,000
Amount collateralized with securities held in trust, but not to the City's name		65,866,915
Total deposits without exposure to custodial credit risk		66,116,915
Deposits with exposure to custodial credit risk:		
Amount not insured by FDIC		1,377,266
Total deposits with exposure to custodial credit risk		1,377,266
Total deposits	$	67,494,181
The following is a recap of the carrying amount:		
Statement of net position:		
Cash and investments	$	43,275,801
Restricted cash		25,628,954
	$	68,904,755

Fair value:

The City invests in the Idaho State Investment Pool. The advisory board of the Idaho State Investment Pool is composed of members appointed pursuant to the requirements of the Public Funds Investment Act. The State Investment Pool is duly chartered and administered by the State Treasurer's office and consists of US Treasury bills and notes, collateralized certificates of deposit and repurchase agreements.

The City considers funds held in the Idaho State Investment Pool and DBF to be cash equivalents, as the City is able to liquidate their account at any time.

(Concluded)

NOTE 3: CASH AND INVESTMENTS (CONCLUDED)

Credit risk:

The Idaho State Investment Pool and DBF do not have an established credit rating but invests in entities with credit ratings as stipulated by Idaho code. The City does not have a formal policy for credit risk. Financial information on the Idaho State Investment Pool and DBF can be obtained by contacting the Idaho State Treasurer.

NOTE 4: ACCOUNTS RECEIVABLE

Enterprise accounts receivable consist of the following as of September 30, 2025:

Receivables	Water	Sewer	Bond Payment	Sanitation	Total
Accounts	$ 952,639	$ 1,258,767	$ -	$ 105,269	$ 2,316,675
Interest	65,446	75,760	3,581	1,760	146,547
Gross receivables	1,018,085	1,334,527	3,581	107,029	2,463,222
Less: Allowance for uncollectible	-	-	-	-	-
Net receivables	$ 1,018,085	$ 1,334,527	$ 3,581	$ 107,029	$ 2,463,222

NOTE 5: CHANGES IN FIXED ASSETS

Plant and equipment and accumulated depreciation and amortization are as follows:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Governmental activities:					
Capital and intangible assets, not being depreciated and amortized:					
Land	$ 2,369,186	$ -	$ -	$ -	$ 2,369,186
Construction in progress	7,096,661	3,270,933	-	(10,098,322)	269,272
Total capital and intangible assets, not being depreciated and amortized	9,465,847	3,270,933	-	(10,098,322)	2,638,458
Capital and intangible assets, being depreciated and amortized:					
Right-of-use lease assets	13,204	-	-	-	13,204
Buildings	6,543,783	-	-	8,241,788	14,785,571
Improvements other than buildings	24,285,609	94,563	-	1,856,534	26,236,706
Machinery and equipment	6,779,812	181,808	-	-	6,961,620
Infrastructure	626,407	-	-	-	626,407
Total capital and intangible assets being depreciated and amortized	38,248,815	276,371	-	10,098,322	48,623,508
Less accumulated depreciation and amortization for:					
Right-of-use lease assets	(10,060)	(2,515)	-	-	(12,575)
Buildings	(1,496,582)	(290,089)	-	-	(1,786,671)
Improvements other than buildings	(9,226,768)	(1,197,282)	-	-	(10,424,050)
Machinery and equipment	(4,446,294)	(396,696)	-	-	(4,842,990)
Infrastructure	(63,694)	(12,052)	-	-	(75,746)
Total accumulated depreciation and amortization	(15,243,398)	(1,898,634)	-	-	(17,142,032)
Total capital and intangible assets, being depreciated and amortized, net	23,005,417	(1,622,263)	-	10,098,322	31,481,476
Governmental activities capital and intangible assets, net	$ 32,471,264	$ 1,648,670	$ -	$ -	$ 34,119,934

(Concluded)

City of Sandpoint

NOTES TO THE FINANCIAL STATEMENTS
September 30, 2025

NOTE 5: CHANGES IN FIXED ASSETS (CONCLUDED)

Plant and equipment and accumulated depreciation and amortization are as follows:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Business-type activities:					
Capital and intangible assets, not being depreciated and amortized:					
Land	$ 6,311,579	$ -	$ -	$ -	$ 6,311,579
Construction in progress	1,393,308	2,672,035	-	-	4,065,343
Total capital and intangible assets, not being depreciated and amortized	7,704,887	2,672,035	-	-	10,376,922
Capital and intangible assets, being depreciated and amortized:					
Buildings	607,108	-	-	-	607,108
Improvements other than buildings	271,488	-	-	-	271,488
Machinery and equipment	4,122,338	91,470	-	-	4,213,808
Infrastructure	61,810,344	1,605,694	-	-	63,416,038
Total capital and intangible assets being depreciated and amortized	66,811,278	1,697,164	-	-	68,508,442
Less accumulated depreciation and amortization for:					
Buildings	(279,470)	(11,757)	-	-	(291,227)
Improvements other than buildings	(50,052)	(12,819)	-	-	(62,871)
Machinery and equipment	(2,436,187)	(381,033)	-	-	(2,817,220)
Infrastructure	(20,432,902)	(1,125,341)	-	-	(21,558,243)
Total accumulated depreciation and amortization	(23,198,611)	(1,530,950)	-	-	(24,729,561)
Total capital and intangible assets, being depreciated and amortized, net	43,612,667	166,214	-	-	43,778,881
Business-type activities capital and intangible assets, net	$ 51,317,554	$ 2,838,249	$ -	$ -	$ 54,155,803

Depreciation and amortization expense were charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	$ 246,737
Public safety	160,261
Highways and streets, including depreciation of general infrastructure assets	605,965
Culture and recreation	885,671
Total depreciation and amortization expense - governmental activities	$ 1,898,634
Business-type activities:	
Water	$ 704,417
Sewer	826,533
Total depreciation and amortization expense - business-type activities	$ 1,530,950

(Concluded)

NOTE 6: BONDS PAYABLE

Bonds payable at September 30, 2025, are comprised of the following individual revenue bond issues:

2012 Water Facility Improvement Bonds	
Payable in annual installments of $444,510 including 2.75% interest	$ 5,970,593
2013 Water Facility Improvement Bonds	
Payable in annual installments of $382,240 including 2.50% interest	5,485,899
	$ 11,456,492

Revenue bond debt service requirements to maturity are as follows:

Year Ending September 30	Principal	Interest
2026	$ 525,412	$ 301,338
2027	539,247	287,503
2028	553,449	273,301
2029	568,025	258,725
2030	582,985	243,765
2031-2035	3,153,534	980,216
2036-2040	3,591,449	542,301
2041-2043	1,942,391	91,054
	$ 11,456,492	$ 2,978,203

The above outstanding bonds are secured by a first lien on net revenues earned by enterprise funds. Net revenues are defined in the bond agreements. The enterprise funds are required to establish bond reserves in the amounts of $444,510 and $382,240. The required reserve is on hand. The enterprise funds are also required to establish user fees and rates that will yield net revenues equal to at least 1.4 times the debt service that will become due in the following year.

NOTE 7: SPECIAL ASSESSMENT DEBT

Maturity Date	Interest Rate	Principal	Interest	Total
2026	4.75%	$ 5,695	$ 1,162	$ 6,857
2027	4.75%	5,966	891	6,857
2028	4.75%	6,249	608	6,857
2029	4.75%	6,541	311	6,852
		$ 24,451	$ 2,972	$ 27,423

The City is fully obligated for the local improvement debt, placing liens against the property owners to ensure payment to the City. The LID Guarantee Fund was established by ordinance to provide additional security for the local improvement district bondholders.

(Concluded)

NOTE 8: LEASE LIABILITIES

Governmental leases:

The City of Sandpoint entered into a lease agreement as lessee for a copier in October 2020. The lease is for 63 months with monthly payments of $218.31. The City of Sandpoint has used an estimated incremental borrowing rate of 1.541%.

The right-of-use lease assets are listed as follows:

Governmental activities:		
Right-of-use lease asset	$	13,204
Less accumulated amortization		(12,575)
Right-of-use lease asset, net amortization	$	629

Future minimum lease payments are as follows:

Governmental activities:

	Equipment		
For the year ended,	Principal	Interest	Total
2026	$ 653	$ 2	$ 655
	$ 653	$ 2	$ 655

NOTE 9: LEASE RECEIVABLE

The City of Sandpoint entered into a lease agreement as lessor for a building in January 2016. The lease was for 9 years with monthly payments starting at $19,637.23 including a 1% annual increase, and 0% interest. The lease expired during the year ended September 30, 2025.

The City of Sandpoint entered into a lease agreement as lessor for a building in January 2025. The lease is for 5 years with monthly payments starting at $21,084.33 including a 1% annual increase, and 0% interest.

The City of Sandpoint received $248,671 in lease revenue during the year ending September 30, 2025. The lease receivable at September 30, 2025, is listed as follows:

Governmental activities:

Building and Land Leases:		
Leases receivable	$	1,100,856
Deferred inflows of resources	$	(1,100,856)

(Concluded)

NOTE 9: LEASE RECEIVABLE (CONCLUDED)

Future minimum lease payments to be received are as follows:

Governmental activities:

	Building and Land Leases		
For the year ended,	Principal	Interest	Total
2026	$ 254,910	$ -	$ 254,910
2027	257,459	-	257,459
2028	260,033	-	260,033
2029	262,634	-	262,634
2030	65,820	-	65,820
	$ 1,100,856	$ -	$ 1,100,856

NOTE 10: FINANCED PURCHASE

The City of Sandpoint's lease purchase agreement included a Rosenbauer Fire Apparatus with annual lease payments of $37,977.23 through November 2024, and a 2.95% interest rate. The financed purchase was paid in its entirety during the year ended September 30, 2025.

NOTE 11: CHANGES IN LONG-TERM DEBT

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Governmental activities:					
Compensated absences	$ 609,837	$ -	$ 42,826	$ 567,011	$ -
Special assessment bonds payable	29,888	-	5,437	24,451	5,695
Financed purchase	36,537	-	36,537	-	-
Lease liabilities	3,241	-	2,588	653	653
Governmental activities long-term liabilities	$ 679,503	$ -	$ 87,388	$ 592,115	$ 6,348
Business-type activities:					
Revenue bonds payable	$ 11,968,422	$ -	$ 511,930	$11,456,492	$ 525,412
Compensated absences	112,076	39,954	-	152,030	-
Business-type activities long-term liabilities	$ 12,080,498	$ 39,954	$ 511,930	$11,608,522	$ 525,412

(Concluded)

NOTE 12: SEGMENT INFORMATION FOR CERTAIN ENTERPRISE FUNDS

The government issued revenue bonds to finance its water department. Investors in the revenue bonds rely solely on the revenue generated by the individual activities for repayment.

Summary financial information for the water department is presented as follows:

	Water Fund
Condensed statement of net position:	
Assets:	
Current assets	$ 8,033,912
Restricted assets - cash investments	11,769,855
Capital and intangible assets, net of accumulated depreciation and amortization	36,189,164
Total assets	55,992,931
Deferred outflows of resources:	
Proportionate share of collective deferred outflows of resources	140,969
Liabilities:	
Current liabilities	205,430
Noncurrent liabilities	499,582
Total liabilities	705,012
Deferred inflows of resources:	
Proportionate share of collective deferred inflows of resources	195,707
Net position:	
Net investment in capital and intangible assets	36,189,164
Restricted	2,026,378
Unrestricted	7,274,162
Total net position	$ 45,489,704

(Concluded)

NOTE 12: SEGMENT INFORMATION FOR CERTAIN ENTERPRISE FUNDS (CONCLUDED)

Summary financial information for the water department and sewer department is presented as follows (concluded):

	Water Fund
Condensed statement of revenues, expenses and changes in net position:	
Operating revenues	$ 4,863,435
Operating expenses	(2,809,368)
Operating income	2,054,067
Nonoperating revenues (expenses)	811,605
Capital contributions - cap fees	1,759,420
Net transfers in/(out)	(1,781,994)
	789,031
Change in net position	2,843,098
Beginning net position	52,390,083
Ending net position	$ 55,233,181
Condensed statement of cash flows:	
Net cash provided (used) by:	
Operating activities	$ 1,992,028
Noncapital financing activities	(22,574)
Capital and related financing activities	(1,626,963)
Investing activities	811,605
Net increase (decrease)	1,154,096
Beginning cash and cash equivalents	17,477,264
Ending cash and cash equivalents	$ 18,631,360

(Concluded)

NOTE 13: INTERFUND TRANSACTIONS

Interfund transfers (net) during the fiscal year ended September 30, 2025 were as follows:

	Transfers In	Transfers Out
General fund	$ 2,437,616	$ 15,660
Parks Improvement	53	25,000
Nonmajor governmental funds	27,899	75,622
Major enterprise funds	993,743	3,165,366
Nonmajor enterprise funds	-	177,663
	$ 3,459,311	$ 3,459,311

The principal purposes for the transfer of funds from the Enterprise Funds to the General Fund are to cover the administration costs of operating the City's utility division and payment of revenue bonds.

NOTE 14: DEFINED BENEFIT PENSION PLAN – BASE PLAN

Plan Description

The City of Sandpoint contributes to the Base Plan which is a cost-sharing multiple-employer defined benefit pension plan administered by Public Employee Retirement System of Idaho (PERSI or System) that covers substantially all employees of the State of Idaho, its agencies and various participating political subdivisions. The cost to administer the plan is financed through the contributions and investment earnings of the plan. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Responsibility for administration of the Base Plan is assigned to the Board comprised of five members appointed by the Governor and confirmed by the Idaho Senate. State law requires that two members of the Board be active Base Plan members with at least ten years of service and three members who are Idaho citizens not members of the Base Plan except by reason of having served on the Board.

Pension Benefits

The Base Plan provides retirement, disability, death and survivor benefits to eligible members or beneficiaries. Benefits are based on members' years of service, age, and highest average salary. Members in the Base Plan become fully vested in their retirement benefits with five years of credited service (5 months for elected or appointed officials). Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. The annual service retirement allowance for each month of credited service is 2.0% (2.3% for police/firefighters) of the participant's average monthly salary for the highest consecutive 42 months.

The benefit payments for the Base Plan are calculated using a benefit formula adopted by the Idaho Legislature. The Base Plan is required to provide a 1% minimum cost of living increase per year provided the Consumer Price Index increases 1% or more. The Retirement Board has the authority to provide higher PERSI Base Plan cost of living increases to a maximum of the Consumer Price Index movement or 6%, whichever is less; however, any amount above the 1% minimum is subject to review by the Idaho Legislature.

(Concluded)

NOTE 14: DEFINED BENEFIT PENSION PLAN – BASE PLAN (CONTINUED)

Member and Employer Contributions

Member and employer contributions paid to the Base Plan are set by statute and are established as a percent of covered compensation. Contribution rates are determined by the PERSI Board within limitations, as defined by state law. The Board may make periodic changes to employer and employee contribution rates (expressed as percentages of annual covered payroll) if current rates are actuarially determined to be inadequate or in excess to accumulate sufficient assets to pay benefits when due.

The contribution rates for employees are set by statute at 60% of the employer rate for general employees and 72% for public safety. As of June 30, 2025, it was 7.18% for general employees and 10.36% for public safety. The employer contribution rate as a percent of covered payroll is set by the Retirement Board and was 11.96% general employees and 13.98% for police and firefighters. The City's contributions were $881,893 for the year ended September 30, 2025.

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2025, the City reported a liability for the base plan for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2025, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions in the Base Plan pension plan relative to the total contributions of all participating PERSI Base Plan employers. At June 30, 2025 the City's proportion was 0.1229267 percent.

For the year ended September 30, 2025, the City of Sandpoint recognized pension expense of $797,310. At September 30, 2025, the City of Sandpoint reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual	$ -	$ 764,146
Changes of assumptions	-	522,718
Net difference between projected and actual earnings on pension plan investments	560,162	-
Changes in the employer's proportion and differences between the employer's contributions and the employer's proportionate contributions	-	-
City's contributions subsequent to the measurement	475,070	-
Total	$ 1,035,232	$ 1,286,864

$475,070 was reported as deferred outflows of resources related to pensions resulting from Employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending September 30, 2026.

(Concluded)

NOTE 14: DEFINED BENEFIT PENSION PLAN – BASE PLAN (CONTINUED)

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Concluded)

The average of the expected remaining service lives of all employees that are provided with pensions through the System (active and inactive employees) determined at July 1, 2025, the beginning of the measurement period ended June 30, 2024, is 4.6 years and 4.6 years for the measurement period June 30, 2025.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

Year ended September 30:	
2026	$ 508,400
2027	$ (496,805)
2028	$ (454,636)
2029	$ (283,662)

Actuarial Assumptions

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year's earnings of the individual between entry age and assumed exit age. The Base Plan amortizes any unfunded actuarial accrued liability based on a level percentage of payroll. The maximum amortization period for the Base Plan permitted under Section 59-1322, Idaho Code, is 25 years.

The total pension liability in the June 30, 2025 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	3.15%
Salary inflation	3.15%
Investment rate of return, net of investment fees	6.55%
Cost-of-living (COLA) adjustments	1.00%

Contributing Member, Service Retirement Members, and Beneficiaries:

- General Employees and All Beneficiaries – Males Pub-2010 General Tables, increased 11%.
- General Employees and All Beneficiaries – Females Pub-2010 General Tables, increased 21%.
- Teachers – Males Pub-2010 Teacher Tables, increased 12%.
- Teachers – Females Pub-2010 Teacher Tables, increased 21%.
- Fire & Police – Males Pub-2010 Safety Tables, increased 21%.
- Fire & Police – Females Pub-2010 Safety Tables, increased 26%.
- Disabled Members – Males Pub-2010 Disabled Tables, increased 38%.
- Disabled Members – Females Pub-2010 Disabled Tables, increased 36%.

(Concluded)

NOTE 14: DEFINED BENEFIT PENSION PLAN – BASE PLAN (CONTINUED)

Actuarial Assumptions (Concluded)

An experience study was performed for the period July 1, 2015, through June 30, 2020, which reviewed all economic and demographic assumptions including mortality. The Total Pension Liability as of June 30, 2025 is based on the results of an actuarial valuation date July 1, 2025.

The long-term expected rate of return on pension plan investments was determined using the building block approach and a forward-looking model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. Specifically, the System uses consultants, investment managers and trustees to develop capital market assumptions in analyzing the System's asset allocation. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of System's assets.

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are as of 2025.

	2025	
Asset Class	DB Plans	Sick Leave
Fixed Income	30.0%	50.0%
US/Global Equity	55.0%	39.3%
International Equity	15.0%	10.7%
Cash	0.0%	0.0%
Total	100%	100%

Discount Rate

The discount rate used to measure the total pension liability was 6.55%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate. Based on these assumptions, the pension plans' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for pension plan administrative expense.

(Concluded)

NOTE 14: DEFINED BENEFIT PENSION PLAN – BASE PLAN (CONCLUDED)

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Employer's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.55 percent, as well as what the Employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.55 percent) or 1-percentage-point higher (7.55 percent) than the current rate:

	1% Decrease (5.55%)	Current Discount Rate (6.55%)	1% Increase (7.55%)
City's net pension liability (asset)	$ 7,152,010	$ 2,972,566	$ (441,853)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERSI financial report.

PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Payables to the Pension Plan

At September 30, 2025, the City of Sandpoint reported payables to the defined benefit pension plan of $0 for legally required employee contributions which had been withheld from employee wages but not yet remitted to PERSI.

NOTE 15: DEFINED BENEFIT PENSION PLAN – FIREFIGHTERS' RETIREMENT FUND

The City contributes to the Firefighters' Retirement Fund (FRF) which is a cost-sharing multiple-employer defined benefit pension plan administered by Public Employee Retirement System of Idaho (PERSI or System) that covers a closed group of firefighters who were hired before October 1, 1980, and who received benefits in addition to those provided under the PERSI Base Plan. The cost to administer the plan is financed through the contributions and investment earnings of the FRF. Additional FRF funding is obtained from receipts from a state fire insurance premium tax. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Responsibility for administration of the FRF is assigned to the Board comprised of five members appointed by the Governor and confirmed by the Idaho Senate. State law requires that two members of the Board be active System members with at least ten years of service and three members who are Idaho citizens not members of the System except by reason of having served on the Board.

(Concluded)

NOTE 15: DEFINED BENEFIT PENSION PLAN – FIREFIGHTERS' RETIREMENT FUND (CONTINUED)

Pension Benefits

The FRF provides retirement, disability, death and survivor benefits of eligible members or beneficiaries. Benefits are based on members' years of service as well as the final average salary. A firefighter must have 5 years of service to be eligible for a lifetime retirement allowance at age 60. Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. The annual service retirement allowance is based on Idaho Code Title 72 Chapter 14.

The benefit payments for the FRF are calculated using a benefit formula adopted by the Idaho legislature. The FRF cost of living increase is based on the increase in the statewide average firefighter's wage.

Member and Employer Contributions

Member and employer contributions paid to the FRF are set by statute and are established as a percent of covered compensation. Contribution rates are determined by the PERSI Board within limitations, as defined by state law. The Board may make periodic changes to employer and employee contribution rates (expressed as percentages of annual covered payroll) that are adequate to accumulate sufficient assets to pay benefits when due.

Pension Asset, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2025, the City reported an asset for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2025, and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The City's proportion of the net pension asset was based on the City's share of contributions in the FRF pension plan relative to the total contributions of all participating FRF employers. At June 30, 2025, the City's proportion was 0.9105842 percent.

For the year ended September 30, 2025, the City recognized pension expense (offset) of ($241,379). At September 30, 2025, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ -
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	51,302
Changes in the employer's proportion and differences between the employer's contributions and the employer's proportionate contributions	-	-
City's contributions subsequent to the measurement date	-	-
Total	$ -	$ 51,302

(Concluded)

NOTE 15: DEFINED BENEFIT PENSION PLAN – FIREFIGHTERS' RETIREMENT FUND (CONTINUED)

Pension Asset, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Concluded)

$0 reported as deferred outflows of resources related to pensions resulting from Employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension asset in the year ending September 30, 2025.

The average of the expected remaining service lives of all employees that are provided with pensions through the System (active and inactive employees) determined at July 1, 2024 the beginning of the measurement period ended June 30, 2025 is 1.0 year and 1.0 year for the measurement period June 30, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

Year ended September 30:	
2026	$ 85,440
2027	$ (60,372)
2028	$ (38,442)
2029	$ (37,928)

Actuarial Assumptions

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year's earnings of the individual between entry age and assumed exit age. Unfunded actuarial accrued liability for FRF is the difference between the actuarial present value of the FRF benefits not provided by the Base Plan and the FRF assets. Currently FRF assets exceed this actuarial present value; therefore there is not an unfunded liability to amortize at this time. The maximum amortization period for the FRF permitted under Section 59-1394, Idaho Code, is 50 years.

The total pension asset in the July 1, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases including inflation	3.15%*
Investment rate of return net investment fees	6.55%
Cost-of-living adjustments	expenses 3.15%

Contributing Members, Service Retirement Members, and Beneficiaries:

- Fire & Police - Males Pub-2010 Safety Tables, increased 21%
- Fire & Police - Females Pub-2010 Safety Tables, increased 26%
- Disabled Members - Males Pub-2010 Disabled Tables, increased 38%
- Disabled Members - Females Pub-2010 Disabled Tables, increased 36%

(Concluded)

NOTE 15: DEFINED BENEFIT PENSION PLAN – FIREFIGHTERS' RETIREMENT FUND (CONTINUED)

Actuarial Assumptions (Concluded)

An experience study was performed for the period July 1, 2011 through June 30, 2015 which reviewed all economic and demographic assumptions other than mortality. Mortality and all economic assumptions were studied in 2014 for the period from July 1, 2009 through June 30, 2013. The total pension asset as of June 30, 2025, is based on the results of an actuarial valuation date of July 1, 2025.

The long-term expected rate of return on pension plan investments was determined using the building block approach and a forward-looking model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. Specifically, the System uses consultants, investment managers and trustees to develop capital market assumptions in analyzing the System's asset allocation. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of System's assets.

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are as of 2024.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Large Cap US Equity	22.00%	4.75%
Small/Mid Cap US Equity	10.00%	4.95%
International Equity	11.00%	4.75%
Emerging Markets Equity	11.00%	4.95%
Domestic Fixed	20.00%	2.25%
TIPS	10.00%	2.05%
Core Real Estate	8.00%	3.75%
Private Equity	8.00%	6.00%

Discount Rate

The discount rate used to measure the total pension asset was 6.55%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate. Based on these assumptions, the pension plans' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for pension plan administrative expense.

(Concluded)

NOTE 15: DEFINED BENEFIT PENSION PLAN – FIREFIGHTERS' RETIREMENT FUND (CONCLUDED)

Sensitivity of the Employer's Proportionate Share of the Net Pension Asset to Changes in the Discount Rate

The following presents the Employer's proportionate share of the net pension asset calculated using the discount rate of 6.55 percent, as well as what the Employer's proportionate share of the net pension asset would be if it were calculated using a discount rate that is 1-percentage-point lower (5.55 percent) or 1-percentage-point higher (7.55 percent) than the current rate:

	1% Decrease (5.55%)	Current Discount Rate (6.55%)	1% Increase (7.55%)
The City's proportionate share of the net pension asset	$ (2,490,986)	$ (2,658,259)	$ (2,805,182)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERSI financial report.

PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Payables to the Pension Plan

At September 30, 2025, there were no payables to the defined benefit pension plan for legally required employer contributions or for legally required employee contributions which had been withheld from employee wages but not yet remitted to PERSI.

NOTE 16: CONTINGENCIES

The City has received several federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursement from grantor agencies for expenditures disallowed under the terms of the grant. Based upon prior experience, City management believes such disallowances, if any, will be immaterial. The City is a party to legal actions arising in the ordinary course of its business. In management's opinion, the City has adequate legal defenses and/or insurance coverage regarding these legal actions and does not believe that they will materially affect the City's operations or financial position.

NOTE 17: DEFERRED COMPENSATION PLANS

Employees of the City may participate in a deferred compensation plan adopted under the provisions of Internal Revenue Code Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

The deferred compensation plan is available to all employees of the City. Under the plan, employees may elect to defer a portion of their salaries and defer paying taxes on such portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency.

(Concluded)

NOTE 17: DEFERRED COMPENSATION PLANS (CONCLUDED)

A financial advisor, unrelated to the City, administers the deferred compensation plan. Under the terms of an IRC Section 457 deferred compensation plan, all deferred compensation and income attributable to the investment of the deferred compensation amounts held by the financial institution, until paid or made available to the employees or beneficiaries, are the property of the City, subject only to the claims of the general creditors. In addition, the participants in the plan have rights equal to those of the general creditors of the City, and each participant's rights are equal to his or her share of the fair market value of the plan assets. The City believes that it is unlikely that plan assets will be needed to satisfy any claims of general creditors. It is the opinion of the City's legal counsel that the City has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor.

NOTE 18: ENDOWMENT

The endowment fund of the City consists of one fund designated by the City Council to function as an endowment for the purpose of establishing a source of medium-to-long-term support for improvements to the James E. Russel Sports Center.

The endowment fund was opened with an initial principal contribution of $25,000, without donor restriction, on February 26, 2024. No additional funds have been contributed since the initial contribution.

NOTE 19: FAIR VALUE MEASUREMENTS

The City's investments are reported at fair value in the accompanying statement of net position. The methods used to measure fair value may produce an amount that may not be indicative of net realizable vale or reflective future fair values. Furthermore, although the City believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

	Fair Value Measurements at Reporting Date Using			
	Fair Value	Level 1	Level 2	Level 3
September 30, 2025				
CIF Pool	$ 29,816	$ -	$ -	$ 29,816
Total	$ 29,816	$ -	$ -	$ 29,816

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority; Level 2 inputs consist of significant other observables inputs other than quoted prices for identical assets; and Level 3 consists of significant unobservable input and has the lowest priority. The City uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. There were only level 3 inputs during the fiscal year ended September 30, 2025.

(Concluded)

NOTE 20: RISK MANAGEMENT

The City is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The City contracts with an insurance company for property insurance (including boiler and machinery) and general liability insurance.

NOTE 21: DEFICIT FUND BALANCE

A deficit balance exists in the following individual fund:

	Deficit Net Position Balance
Bond Payment	$ (10,568,108)

NOTE 22: EXCESS ACTUAL EXPENDITURES OVER BUDGET

Fund	Final Budgeted Expenditures	Actual Expenditures	Excess of Budgeted Expenditures	Actual Revenues
Parks improvement	$ 2,109,822	$ 2,752,492	$ 642,670	$ 1,050,957

NOTE 23: DUE FROM COMPONENT UNIT – SANDPOINT URBAN RENEWAL AGENCY

As of September 30, 2025, the City of Sandpoint had a $609,820 balance due from Sandpoint Urban Renewal Agency (SURA). This balance consists of two portions, one related to the Downtown Revitalization Project and the other related to miscellaneous projects. The amount related to the Downtown Revitalization project was $572,528, and this was recorded as a long-term note payable on SURA's financial statements. The remainder of the balance is related to miscellaneous projects and was recorded as accounts payable on SURA's financial statements.

NOTE 24: COMPONENT UNIT – SANDPOINT URBAN RENEWAL AGENCY

CASH AND INVESTMENTS

Cash and cash equivalents consist of deposits held in checking and money market accounts with a local bank, and amounts invested in the Idaho State Local Government Investment Pool (LGIP). Custodial credit risk is the risk that in the event of a bank failure, the Agency's deposits may not be returned to it. At September 30, 2025, the Agency's deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. Both the carrying amount of cash and investments on the Agency's books (including restricted cash), and bank balances and deposits with LGIP at September 30, 2025, totaled $7,662,711.

(Concluded)

NOTE 24: COMPONENT UNIT – SANDPOINT URBAN RENEWAL AGENCY (CONTINUED)

CASH AND INVESTMENTS (CONCLUDED)

A summary of the total insured and uninsured bank and LGIP balances at September 30, 2025, is as follows:

Bank balances	$	547,374
LGIP balances		7,115,337
		7,662,711
Portion insured by FDIC		(250,000)
Uninsured bank and LGIP balances	$	7,412,711

The Agency has not adopted a formal investment policy. At September 30, 2025, the Agency had the following investments:

Investments	Maturities	Fair Value
Idaho State Local Government Investment Pool	106 days (weighted average)	$ 7,115,337

Interest Rate Risk: The Agency does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk: State law limits investments to obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, and State of Idaho investment pools and funds. The Agency has no investment policy that would further limit its investment choices. At September 30, 2025, the Agency's investment in the LGIP is not rated.

Concentration of Credit Risk: The Agency places no limit on the amount the Agency may invest in any one issuer. All of the Agency's investments are in the LGIP.

The LGIP is overseen and managed by the State of Idaho Treasurer's Office.

RECEIVABLES

Property taxes receivable at September 30, 2025, are summarized as follows:

Unearned property taxes receivable	$	2,251,010
Property taxes receivable		4,045
Delinquent property taxes receivable		21,687
	$	2,276,742

(Concluded)

NOTE 24: COMPONENT UNIT – SANDPOINT URBAN RENEWAL AGENCY (CONTINUED)

RECEIVABLES (CONCLUDED)

Unearned property taxes receivable consist of property taxes levied for collection in the next fiscal year. These amounts have been offset by unearned property tax revenue in the entity-wide and governmental funds financial statements. Property taxes receivable consist of property taxes received within the first 30 days after the end of the Agency's fiscal year end that relate to taxes levied for the current or prior fiscal years. Delinquent property taxes receivable consist of property taxes levied for the current and prior fiscal years, which were not collected within the current period or within 30 days after the end of the Agency's fiscal year. These amounts have been offset by a deferred inflow of resources in the governmental funds financial statements.

LONG-TERM OBLIGATIONS

Note Payable to the City of Sandpoint

The Agency and the City have entered into an informal agreement in which certain large community development projects are initially funded by the City and will be repaid by the Agency as future property taxes are collected. The informal agreement does not contain a specific repayment schedule and, therefore, no portion of the long-term debt is considered to be due and payable. Although the note payable to the City of Sandpoint does not have a formal repayment schedule, the balance was paid on October 14, 2025.

Revenue Allocation Note Payable

On September 7, 2018, the Agency issued a $1,500,000 revenue allocation note, with an interest rate of 3.63% per annum. The purpose of the note is for the acquisition, construction, and installation of public improvements within the Downtown District. The note, which requires semi-annual payments of approximately $83,378 including interest, required an initial payment beginning on March 15, 2019, and matures on September 15, 2029.

At September 30, 2025, the Agency had restricted cash of $84,792, which is held in a separate debt service payment account. The use of this cash is restricted to paying the semi-annual installments on the note.

The annual requirements to pay the above revenue allocation notes are as follows:

Year Ending September 30,	Principal	Interest	Total
2026	$ 145,429	$ 21,327	$ 166,756
2027	150,831	15,925	166,756
2028	156,400	10,356	166,756
2029	163,177	4,514	167,691
	$ 615,837	$ 52,122	$ 667,959

(Concluded)

NOTE 24: COMPONENT UNIT – SANDPOINT URBAN RENEWAL AGENCY (CONCLUDED)

LONG-TERM OBLIGATIONS (CONCLUDED)

A summary of changes in long-term obligations of the Agency for the year ended September 30, 2025, is as follows:

	Long-Term Obligations September 30, 2024	Long-Term Obligations Incurred	Long-Term Obligations Paid	Long-Term Obligations September 30, 2025	Due Within One Year
Note payable to the City	$ 572,528	$ -	$ -	$ 572,528	$ -
2018 Revenue Allocation	756,392	-	(140,555)	615,837	145,429
	$ 1,328,920	$ -	$ (140,555)	$ 1,188,365	$ 145,429

COMMITMENTS AND CONTINGENCIES (SURA)

As of September 30, 2025, the Agency was involved in discussions with several interested parties on future urban development projects, although none of these projects had been formalized and the Agency had not entered into any agreements to provide funding for the projects. It is anticipated that any approved projects will be funded through the Agency and tax increment financing in the future.

FINANCIAL SECTION

REQUIRED SUPPLEMENTARY INFORMATION

City of Sandpoint

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
GENERAL FUND
For the Year Ended September 30, 2025

	Original Budget Amounts *	Actual Amounts	Variance With Final Budget
REVENUES			
Special assessments and property taxes	$ 6,386,362	$ 6,200,790	$ (185,572)
Licenses and permits	408,900	532,629	123,729
Grants	4,585,500	79,097	(4,506,403)
Intergovernmental revenue	5,353,789	3,894,814	(1,458,975)
Interest	30,000	920,934	890,934
Charges for services	309,306	575,573	266,267
Fines and forfeits	100,500	127,643	27,143
Miscellaneous revenues	2,214,181	358,139	(1,856,042)
Total revenues	19,388,538	12,689,619	(6,698,919)
EXPENDITURES			
General government	4,234,503	3,420,824	813,679
Public safety	5,348,923	4,894,429	454,494
Highways and streets	7,788,799	1,912,010	5,876,789
Culture and recreation	992,271	898,079	94,192
Capital outlay	3,344,300	722,705	2,621,595
Debt service:			
Principal	36,537	39,125	(2,588)
Interest	1,089	1,139	(50)
Total expenditures	21,746,422	11,888,311	9,858,111
Excess (deficiency) of revenues over (under) expenditures	(2,357,884)	801,308	3,159,192
OTHER FINANCING SOURCES (USES)			
Transfers in	2,359,677	2,437,616	77,939
Transfers (out)	(1,793)	(15,660)	(13,867)
Total other financing sources (uses)	2,357,884	2,421,956	64,072
Net change in fund balances	-	3,223,264	3,223,264
Fund balances - beginning	-	19,485,578	19,485,578
Fund balances - ending	$ -	$ 22,708,842	$ 22,708,842

* The original budget was not amended.

City of Sandpoint

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
PARKS IMPROVEMENT
For the Year Ended September 30, 2025

	Original Budget Amounts *	Actual Amounts	Variance With Final Budget
REVENUES			
Grants	$ 580,584	$ 460,910	$ (119,674)
Interest	-	65,493	65,493
Charges for services	536,585	523,054	(13,531)
Miscellaneous revenues	-	1,500	1,500
Total revenues	1,117,169	1,050,957	(66,212)
EXPENDITURES			
Culture and recreation	174,822	135,606	39,216
Capital outlay	1,935,000	2,616,886	(681,886)
Total expenditures	2,109,822	2,752,492	(642,670)
Excess (deficiency) of revenues over (under) expenditures	(992,653)	(1,701,535)	(708,882)
OTHER FINANCING SOURCES (USES)			
Transfers in	-	53	53
Transfers (out)	-	(25,000)	(25,000)
Total other financing sources (uses)	-	(24,947)	(24,947)
Net change in fund balances	(992,653)	(1,726,482)	(733,829)
Fund balances - beginning	992,653	3,421,189	2,428,536
Fund balances - ending	$ -	$ 1,694,707	$ 1,694,707

* The original budget was not amended.

City of Sandpoint

GASB 68 Required Supplementary Information
For the Year Ended September 30, 2025

Schedule of Employer's Share of Net Pension Asset (Liability)
PERSI - Base Plan
Last 10 - Fiscal Years *

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Employer's portion of the net pension asset (liability)	0.1229267%	0.1224574%	0.1255165%	0.1233079%	0.1295803%	0.1302963%	0.1332440%	0.1348010%	0.1249960%	0.1529441%
Employer's proportionate share of the net pension asset (liability)	$ (2,972,566)	$ (4,580,695)	$ (5,008,948)	$ (4,856,801)	$ 102,340	$ (3,025,652)	$ (1,520,943)	$ (1,988,338)	$ (1,964,722)	$ (3,100,412)
Employer's covered-employee payroll	$ 6,880,805	$ 7,356,531	$ 7,367,101	$ 6,898,144	$ 6,242,562	$ 5,161,140	$ 4,115,964	$ 4,429,874	$ 3,937,266	$ 3,810,467
Employer's proportional share of the net pension asset (liability) as a percentage of its covered employee payroll	-43.20%	-62.27%	-67.99%	-70.41%	1.64%	-58.62%	-36.95%	-44.88%	-49.90%	-81.37%
Plan fiduciary net position as a percentage of the total pension asset (liability)	90.89%	85.54%	83.83%	83.09%	100.36%	88.22%	93.79%	91.69%	90.68%	87.26%

* GASB Statement No. 68 requires ten years of information to be presented in this table.

Data reported is measured as of June 30, 2025.

Schedule of Employer Contributions
PERSI - Base Plan
Last 10 - Fiscal Years *

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Statutorily required contribution	$ 881,893	$ 902,109	$ 901,992	$ 834,732	$ 692,518	$ 640,453	$ 554,406	$ 505,362	$ 449,242	$ 434,757
Contributions in relation to the statutorily required contribution	881,893	902,109	901,992	834,732	692,518	640,453	554,406	505,362	449,242	434,757
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Employer's covered-employee payroll of its covered employee payroll	$ 6,880,805	$ 7,356,531	$ 7,367,101	$ 6,898,144	$ 6,242,562	$ 5,161,140	$ 4,115,964	$ 4,429,874	$ 3,937,266	$ 3,810,467
Contributions as a percentage of covered-employee payroll	12.82%	12.26%	12.24%	12.10%	11.09%	12.41%	13.47%	11.41%	11.41%	11.41%

* GASB Statement No. 68 requires ten years of information to be presented in this table.

Data reported is reported as of September 30, 2025.

City of Sandpoint

GASB 68 Required Supplementary Information
For the Year Ended September 30, 2025

Schedule of Employer's Share of Net Pension Asset
PERSI - FRF Plan
Last 10 - Fiscal Years *

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Employer's portion of the net pension asset	0.9105842%	0.9105842%	0.9105842%	0.9105842%	0.9105842%	0.9105842%	1.0017533%	0.9423588%	0.8313845%	0.9377482%
Employer's proportionate share of the net pension asset	$ 2,658,259	$ 2,291,905	$ 2,152,646	$ 591,296	$ 2,460,643	$ 1,355,852	$ 1,440,057	$ 1,066,469	$ 713,292	$ 504,025
Employer's covered-employee payroll	$ -	$ -	$ -	$ -	$ -	$ 215,648	$ 236,122	$ 211,741	$ 623,257	$ 439,502
Employer's proportional share of the net pension asset as a percentage of its covered employee payroll	0.00%	0.00%	0.00%	0.00%	0.00%	628.73%	609.88%	503.67%	114.45%	114.68%
Plan fiduciary net position as a percentage of the total pension asset	227.13%	207.66%	200.58%	184.72%	211.83%	155.55%	152.74%	140.15%	129.65%	118.42%

* GASB Statement No. 68 requires ten years of information to be presented in this table.

Data reported is measured as of June 30, 2025.

Schedule of Employer Contributions
PERSI - FRF Plan
Last 10 - Fiscal Years *

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Statutorily required contribution	$ -	$ -	$ -	$ -	$ -	$ 35,927	$ 39,338	$ 35,276	$ 102,809	$ 73,221
Contributions in relation to the statutorily required contribution	-	-	-	-	-	35,927	39,338	35,276	102,809	73,221
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Employer's covered-employee payroll of its covered employee payroll	$ -	$ -	$ -	$ -	$ -	$ 215,648	$ 236,122	$ 211,741	$ 623,257	$ 439,502
Contributions as a percentage of covered-employee payroll	0.00%	0.00%	0.00%	0.00%	0.00%	16.66%	16.66%	16.66%	16.50%	16.66%

* GASB Statement No. 68 requires ten years of information to be presented in this table.

Data reported is reported as of September 30, 2025.

FINANCIAL SECTION

SUPPLEMENTARY INFORMATION

City of Sandpoint

NONMAJOR GOVERNMENTAL FUNDS
September 30, 2025

Activities

Debt Service Funds

The Debt Service Funds are used to account for the accumulation of resources and payments of special assessment bond principal and interest from special assessment levies, and consist of Local Improvement District (LID) funds.

LID #32 – accounts for the accumulation of resources and payment of special assessment bond principal and interest from special assessment levies.

LID Guarantee – accounts for the additional security for the LID Bonds. This is established by ordinance.

Special Revenue Funds

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for a particular purpose.

Recreation – This fund is used to account for tax levies and program revenues committed and/or assigned to the administration and development of recreation programs.

Impact Fees – This fund is used to account for impact fee revenue committed and/or assigned for the development as identified in the City's "Development Impact Fee Program/Capital Improvement Plan".

Fiber Optic Network – This fund is used to account for program revenues committed and/or assigned to the administration and use of the fiber optic network.

Payroll Benefits Clearing – This fund is used as a payment clearing account for payroll benefits incurred in the other funds.

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City of Sandpoint

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
September 30, 2025

	Debt Service Funds	Special Revenue Funds	Total Nonmajor Governmental Funds
ASSETS			
Cash and investments	$ -	$ 3,373,873	$ 3,373,873
Receivables	4,775	15,758	20,533
Restricted assets:			
Cash and investments	249,857	25,000	274,857
Endowment	-	29,816	29,816
Interest receivable	878	-	878
Total assets	$ 255,510	$ 3,444,447	$ 3,699,957
LIABILITIES			
Accounts payable and accrued expenses	$ -	$ 755,323	$ 755,323
Total liabilities	-	755,323	755,323
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue-property taxes	-	5,630	5,630
Unavailable revenue-special assessments	4,775	-	4,775
Total deferred inflows of resources	4,775	5,630	10,405
FUND BALANCES			
Restricted	250,735	54,816	305,551
Committed	-	1,162,252	1,162,252
Assigned	-	1,466,426	1,466,426
Total fund balances	250,735	2,683,494	2,934,229
Total liabilities, deferred inflows of resources, and fund balances	$ 255,510	$ 3,444,447	$ 3,699,957

City of Sandpoint

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
For the Year Ended September 30, 2025

	Debt Service Funds	Special Revenue Funds	Total Nonmajor Governmental Funds
REVENUES			
Special assessments and property taxes	$ 1,375	$ 227,922	$ 229,297
Interest	11,705	121,693	133,398
Impact fees	-	516,152	516,152
Charges for services	-	163,357	163,357
Miscellaneous revenues	-	48,094	48,094
Total revenues	13,080	1,077,218	1,090,298
EXPENDITURES			
General government	58	17,118	17,176
Highways and streets	-	350,019	350,019
Culture and recreation	-	432,142	432,142
Capital outlay	-	207,713	207,713
Debt service:			
Principal	5,437	-	5,437
Interest	1,420	-	1,420
Total expenditures	6,915	1,006,992	1,013,907
Excess (deficiency) of revenues over (under) expenditures	6,165	70,226	76,391
OTHER FINANCING SOURCES (USES)			
Transfers in	-	27,899	27,899
Transfers (out)	-	(75,622)	(75,622)
Total other financing sources (uses)	-	(47,723)	(47,723)
Net change in fund balances	6,165	22,503	28,668
Fund balances - beginning	244,570	2,660,991	2,905,561
Fund balances - ending	$ 250,735	$ 2,683,494	$ 2,934,229

City of Sandpoint

COMBINING BALANCE SHEET
NONMAJOR DEBT SERVICE FUNDS
September 30, 2025

	LID #32	LID Guarantee	Total
ASSETS			
Receivables:			
Special assessments	$ 4,775	$ -	$ 4,775
Restricted assets:			
Cash and investments	210,144	39,713	249,857
Interest receivable	738	140	878
Total assets	$ 215,657	$ 39,853	$ 255,510
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue-special assessments	$ 4,775	$ -	$ 4,775
Total deferred inflows of resources	4,775	-	4,775
FUND BALANCES			
Restricted for debt service	210,882	39,853	250,735
Total deferred inflows of resources and fund balances	$ 215,657	$ 39,853	$ 255,510

City of Sandpoint

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR DEBT SERVICE FUNDS
For the Year Ended September 30, 2025

	LID #32	LID Guarantee	Total
REVENUES			
Special assessments	$ 1,375	$ -	$ 1,375
Interest	9,932	1,773	11,705
Total revenues	11,307	1,773	13,080
EXPENDITURES			
General government	58	-	58
Debt service:			
Principal	5,437	-	5,437
Interest	1,420	-	1,420
Total expenditures	6,915	-	6,915
Net change in fund balances	4,392	1,773	6,165
Fund balances - beginning	206,490	38,080	244,570
Fund balances - ending	$ 210,882	$ 39,853	$ 250,735

City of Sandpoint

COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
September 30, 2025

	Recreation	Impact Fees	Fiber Optic Network	Payroll Benefits Clearing	Total
ASSETS					
Cash and investments	$ 490,336	$ 2,071,926	$ 164,410	$ 647,201	$ 3,373,873
Receivables:					
Taxes	6,092	-	-	-	6,092
Interest	1,810	7,278	578	-	9,666
Restricted assets:					
Cash and investments	25,000	-	-	-	25,000
Endowment	29,816	-	-	-	29,816
Total assets	$ 553,054	$ 2,079,204	$ 164,988	$ 647,201	$ 3,444,447
LIABILITIES					
Accounts payable and accrued expenses	$ 108,122	$ -	$ -	$ 647,201	$ 755,323
Total liabilities	108,122	-	-	647,201	755,323
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue-property taxes	5,630	-	-	-	5,630
Total deferred inflows of resources	5,630	-	-	-	5,630
FUND BALANCES					
Restricted	54,816	-	-	-	54,816
Committed	2,252	1,160,000	-	-	1,162,252
Assigned	382,234	919,204	164,988	-	1,466,426
Total fund balances	439,302	2,079,204	164,988	-	2,683,494
Total liabilities, deferred inflows of resources, and fund balances	$ 553,054	$ 2,079,204	$ 164,988	$ 647,201	$ 3,444,447

City of Sandpoint

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
For the Year Ended September 30, 2025

	Recreation	Impact Fees	Fiber Optic Network	Payroll Benefits Clearing	Total
REVENUES					
Special assessments and property taxes	$ 227,922	$ -	$ -	$ -	$ 227,922
Interest	27,808	88,336	5,549	-	121,693
Impact fees	-	516,152	-	-	516,152
Charges for services	150,215	-	13,142	-	163,357
Miscellaneous revenues	-	-	48,094	-	48,094
Total revenues	405,945	604,488	66,785	-	1,077,218
EXPENDITURES					
General government	-	-	17,118	-	17,118
Highways and streets	-	350,019	-	-	350,019
Culture and recreation	432,142	-	-	-	432,142
Capital outlay	-	207,713	-	-	207,713
Total expenditures	432,142	557,732	17,118	-	1,006,992
Excess (deficiency) of revenues over (under) expenditures	(26,197)	46,756	49,667	-	70,226
OTHER FINANCING SOURCES (USES)					
Transfers in	27,899	-	-	-	27,899
Transfers (out)	-	(75,622)	-	-	(75,622)
Total other financing sources (uses)	27,899	(75,622)	-	-	(47,723)
Net change in fund balances	1,702	(28,866)	49,667	-	22,503
Fund balances - beginning	437,600	2,108,070	115,321	-	2,660,991
Fund balances - ending	$ 439,302	$ 2,079,204	$ 164,988	$ -	$ 2,683,494

REPORT REQUIRED BY GAO

MAGNUSON • McHUGH • DOUGHERTY
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and City Council
City of Sandpoint
Sandpoint, Idaho 83864

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Sandpoint as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the City of Sandpoint's basic financial statements, and have issued our report thereon dated February 23, 2026. Our report includes a reference to other auditors who audited the financial statements of Sandpoint Urban Renewal Agency, as described in our report on the City of Sandpoint's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Sandpoint's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Sandpoint's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Sandpoint's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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Coeur d'Alene, ID 83814
www.MMD.cpa
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS (*CONCLUDED)

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Sandpoint's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Sandpoint's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Sandpoint's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Magnuson, McHugh, Dougherty CPAs

Magnuson, McHugh, Dougherty CPAs

February 23, 2026

2100 Northwest Blvd., Ste 400
Coeur d'Alene, ID 83814

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Office: 208-765-9500 • Fax: 208-667-9174

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 16, 2026

MEETING DATE: March 4, 2026

TO: Mayor & City Council

FROM: Sarah Lynds, Finance Director/Treasurer

SUBJECT: Report: FY 2025 4th Quarter Financial and Capital Report (for information only)

DESCRIPTION/BACKGROUND:

Idaho Statute 50-1011 requires the Treasurer to publish quarterly financial statements on the City's website.

The quarterly report is required to show specific information.

1.) A full statement for each fund reflecting year to date

2.) The balances of the debits and credits belonging to each category:

a. Salaries
b. Maintenance and Operations
c. Capital Outlay

3.) A percentage comparison to the original appropriation.

REPORT REVIEW:

The 2025 fiscal year is 100% complete as of September 30, 2025. General, Fiber, Recreation, Water, Wastewater, Debt and LID Funds ended the fiscal year positive (more revenues came in than expenses went out). The Capital (Impact Fees) Fund and the Park Improvement Fund were negative (less revenues came in then expenses went out). Several large capital projects were budgeted in these funds and beginning cash (prior year revenues) balances were used to fund these projects.

EXPENSES:

The General Fund ended at 54.74% expended as a whole, but a closer look at separate categories reflects 89.2% in personnel services, 35.17% in maintenance & operations and 21.61% in capital outlay.

Garbage, Water and Wastewater funds ended at 99.37%/52.08%/52.4% budget to actual for total expenditures. Water and Wastewater salaries and benefits were 77.51% and 84.71% budget to actual. Water and Wastewater capital outlay expenditures were at 24.89% and 44.02%.

All of these percentages are in line with prior year trends of budget to actual expenditures besides two areas. The General Fund operations budget to actual is much lower compared to the prior year due to the Great Northern Reconstruction project. This part of the project has a budget of $4.26M and $17K of this budget was spent in FY 2025. See the Quarterly Capital Improvement Financial Report for more details and links to this project. In addition, the Water Fund Capital outlay budget to actual expenditure percentage ended much lower when compared to prior years. This is due a project coming in well under budget and several projects that were not completed during the fiscal year and rolled into FY 2026, see the Quarterly Capital Improvement Financial Report for ending project expenditure budget to actuals.

REVENUES:

Several of the FY 2025 capital projects are being funded with beginning cash balances, this is reflective in the revenue account called ‘Other Financing Sources’ in the applicable funds.

Revenues for the General Fund are 69.56% budget to actual. Revenues include $1,916,681 of beginning cash and $1,000,000 grant revenue place holder, after removing this from the calculation the General Fund revenue budget to actual is 80.33%. The Cities’ largest single source of General Fund revenue, property taxes, is at 100.3% received.

State and Local Government Shared Revenues (125.56% and 105.58%) are received quarterly (January, April, July and the final quarter in October which is accrued back into the fiscal year).

Water and Wastewater fund revenue overall is 74.26%/68.4% budget to actual. Water includes $4,836,251 of beginning cash, after removing this from the calculation the budget to actual is 140.9%. Wastewater includes $6,894,000 of beginning cash; after removing this from the calculation the budget to actual revenues is 151.6%. The majority of revenues coming in higher than budgeted is contributed to investment earnings.

CAPITAL:

The FY 2025 Capital Improvement Plan budgeted $23,261,500 for 31 projects. During FY 2025 these projects expended $7,620,031 which is 32.8% of the budget.

Public Works Project update provided by Holly Ellis, Public Works Director:

- The Bridge Street Rehabilitation & Reconstruction project was completed on time & within budget.
- The Ontario Street/Highway 2 (US-2) project has been rolled to the FY 2026 budget. Project is in the early stages of planning.
- The Road Reconstruction & Seal Coating Projects started with a mill and overlay pavement maintenance on Fourth Ave, this was rolled into FY 2026 and scheduled to pick back up in May 2026.
- The Short-Term East-West Connection, otherwise known as the Pine St and Fifth Avenue Signal Project, began in late summer of FY24 and continued through fall of FY 2025. The project was completed on time & within budget.

- The Sidewalk and Bike Path Project efforts have been rolled into the FY 2026 projects.
- At the end of FY 2025 the Cedar Street Reconstruction project was in design. Construction is anticipated to start in FY 2026.
- The Great Northern Road Corridor Improvements project completed 60% design. JUB completed a stormwater feasibility study to assess a standalone stormwater project. No construction occurred. Project rolls to FY 2026.
- The Downtown Parking Lot Improvements were completed on time.
- A portion of the Wastewater Lift Station project was rolled into FY 2026; construction was completed within budget.
- The Watermain project was rolled into the FY 2026 budget.
- The Sandcreek Water Treatment Plant Repair project was completed on time and well within budget.
- The Downtown Revitalization Phase III project was rolled into the FY 2026 budget.

Community Planning and Development Project update provided by Jason Welker, Community Planning and Development Director:

- The James E. Russell Sports Center project and the Travers Park Inclusive Playground & Splash Pad project were both completed during the FY 2025.
- The Memorial Grandstand HVAC replacement project was completed in the first quarter of fiscal year 2026. The HVAC unit upgrades are complete and the system is operating as designed.
- The Park Master Plan Identified Projects Travers Park improvements included a timber framed picnic shelter, improvements to the batting cages, and a skate park shade structure. The shelter was completed in the first quarter of fiscal year 2026. Site prep for the new batting cages and the skate park shade structure is complete, the materials are on staged on site, and installation of both will be completed by Parks staff in spring of 2026.

STAFF RECOMMENDATION and ACTION:

Acknowledgement and acceptance of these reports (for information only)

ATTACHMENTS:

Quarter Financial Report FY 2025 4th Quarter

Quarter Capital Financial Report FY 2025 4th Quarter

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

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

https://city-sandpoint-id-budget-book.cleargov.com/21096/

City of Sandpoint

Quarterly Financial Report

Budget for Fiscal Year Ending **September 30, 2025**

Financial Report by Fund - Budget to Actual

	FUND	Original Budget	September 2025 YTD	Percent of Year 100% - Budget to Actual
01	**General Fund Revenues**	21,748,215	15,127,231	69.56%
	General Fund Expenditures	21,748,215	11,903,968	54.74%
	Salaries & Benefits	8,687,318	7,749,356	89.20%
	Operations	9,714,804	3,416,247	35.17%
	Capital Outlay	3,344,300	722,706	21.61%
	Transfers	1,793	15,659	873.36%
04	**Fiber Optic Network Fund Revenues**	96,000	66,786	69.57%
	Fiber Fund Expenditures	96,000	17,118	17.83%
	Operations	96,000	17,118	17.83%
05	**Capital Projects Fund Revenues**	1,455,500	604,487	41.53%
	Capital Projects Fund Expenditures	1,455,500	633,353	43.51%
	Operations	912,626	350,018	38.35%
	Capital Outlay	542,874	207,713	38.26%
	Transfers	-	75,622	
06	**Recreation Fund Revenues**	647,777	433,844	66.97%
	Recreation Fund Expenditures	647,777	432,142	66.71%
	Salaries & Benefits	524,250	306,780	58.52%
	Operations	123,527	125,362	101.49%
08	**Parks Improvement Fund Revenues**	2,109,822	1,051,011	49.82%
	Parks Fund Expenditures	2,109,822	2,777,495	131.65%
	Salaries & Benefits	28,960	9,289	32.08%
	Operations	145,862	126,319	86.60%
	Capital Outlay	1,935,000	2,616,887	135.24%
25	**Sanitation Collection Fund Revenues**	820,346	898,773	109.56%
	Sanitation Fund Expenditures	820,346	815,162	99.37%
	Operations	645,000	637,499	98.84%
	Transfers	175,346	177,663	101.32%
30	**Water Fund Revenues**	10,228,036	7,595,217	74.26%
	Water Fund Expenditures	10,228,036	5,326,928	52.08%
	Salaries & Benefits	1,460,547	1,132,013	77.51%
	Operations	1,667,736	968,382	58.07%
	Capital Outlay	5,157,000	1,283,781	24.89%
	Transfers	1,942,753	1,942,752	100.00%
31	**Wastewater Fund Revenues**	12,559,750	8,590,745	68.40%
	Wastewater Fund Expenditures	12,559,750	6,580,919	52.40%
	Salaries & Benefits	1,085,211	919,304	84.71%
	Operations	2,389,925	978,435	40.94%
	Capital Outlay	7,862,000	3,460,567	44.02%
	Transfers	1,222,614	1,222,614	100.00%
33	**Debt Service Fund Revenues**	826,751	871,635	105.43%
	Debt Service Fund Expenditures	826,751	826,750	100.00%

61	**LID Guarantee Revenues**	-	1,773	
	LID Guarantee Fund Expenditures	-	-	
65	**LID Funds Revenues**	6,857	11,307	164.89%
	LID Funds Expenditures	6,857	6,915	100.84%
	Total City Revenues	**50,499,054**	**35,252,808**	**69.81%**
	Total City Expenditures	**50,499,054**	**29,320,750**	**58.06%**

Note: The City of Sandpoint detailed financial data can be found at https://sandpoint-id.cleargov.com.
The above report is required by Idaho Code Section 50-1011.

Budget for Fiscal Year Ending **September 30, 2025**
Summary Financial Report by Fund Type - Budget to Actual

	Original Budget	September 2025 YTD	Percent of Year 100% - Budget to Actual
General Fund			
Revenues	21,748,215	15,127,231	69.56%
Total General Fund Expenditures	21,748,215	11,903,968	54.74%
Salaries & Benefits	8,687,318	7,749,356	89.20%
Operations	9,714,804	3,416,247	35.17%
Capital Outlay	3,344,300	722,706	21.61%
Transfers	1,793	15,659	873.36%
Special Revenue Funds			
Revenues	4,309,099	2,156,127	50.04%
Total Special Revenue Expenditures	4,309,099	3,860,108	89.58%
Salaries & Benefits	553,210	316,069	57.13%
Operations	1,278,015	618,817	48.42%
Capital Outlay	2,477,874	2,824,600	113.99%
Transfers	-	100,622	
Enterprise Funds			
Revenues	24,434,883	17,956,369	73.49%
Total Enterprise Fund Expenditures	24,434,883	13,549,759	55.45%
Salaries & Benefits	2,545,758	2,051,317	80.58%
Operations	5,529,412	3,411,066	61.69%
Capital Outlay	13,019,000	4,744,348	36.44%
Transfers	3,340,713	3,343,029	100.07%
LID Debt Service Funds			
Revenues	6,857	13,080	190.75%
Total LID Debt Service Fund Expenditures	6,857	6,915	100.84%
Total City Revenues	**50,499,054**	**35,252,808**	**69.81%**
Total City Expenditures	**50,499,054**	**29,320,750**	**58.06%**

City of Sandpoint

Quarterly Capital Improvement Financial Report

Budget for Fiscal Year Ending **September 30, 2025**

Capital Improvement Financial Report by Project - Budget to Actual

Capital Project	Original Budget	September 2025 YTD	Percent of Year 100% - Budget to Actual
Streets & Sidewalk Projects			
Bridge Street Rehabilitation & Reconstruction	720,000	537,150	74.60%
Downtown Revitalization Phase III	775,000	11,065	1.43%
Ontario Street/Highway 2 (US-2)	600,000	-	0.00%
Road Reconstruction & Seal Coating Projects	400,000	106,622	26.66%
Short Term East-West Connection	200,000	292,815	146.41%
Sidewalk and Bike Path Projects	355,000	16,725	4.71%
Total Streets Capital & Projects	**3,050,000**	**964,377**	**31.62%**
Engineering Projects			
Cedar Street Reconstruction	1,900,000	83,134	4.38%
Great Northern Road Corridor Improvements	4,900,000	28,603	0.58%
Total Engineering Projects	**6,800,000**	**111,737**	**1.64%**
Water Projects			
Little Sandcreek Water Treatment Plan Pumps	150,000	-	0.00%
Little Sandcreek Watershed Management Plan, Timber Management Plan & Urban Forest Master Plan Projects	250,000	41,276	16.51%
Lower Diversion Upgrades	350,000	-	0.00%
Sandcreek Water Treatment Plant Repair	420,000	79,296	18.88%
VAC Truck and 6 YD Dump Truck	850,000	-	0.00%
Water Meter Replacement Program	300,000	-	0.00%
Water Treatment Generators	500,000	255,857	51.17%
Watermain Projects	720,000	98,096	13.62%
Woodland Booster Pump Station Replacement	200,000	274	0.14%
Total Water Projects	**3,740,000**	**474,799**	**12.70%**
Wastewater Projects			
I &I Reduction - Lateral and Manhole Rehab/ Replacement	365,000	550	0.15%
Wastewater Lift Station Improvements	2,600,000	1,403,762	53.99%
Wastewater Main Line Replacement	700,000	310,323	44.33%
Wastewater SCADA	684,000	478,068	69.89%
Wastewater Treatment Facility Phased Reconstruction	2,600,000	516,575	19.87%
Total Wastewater Projects	**6,949,000**	**2,709,279**	**38.99%**
General Government Projects			
Downtown Parking Lot Improvements	**150,000**	**516,389**	**344.26%**
Police Projects			
Police Vehicles & Communication	**120,000**	**102,723**	**85.60%**
Parks and Recreation Projects			
James E Russell Sports Center at Travers Park	800,000	1,729,846	216.23%
Memorial Grandstand HVAC	84,000	10,000	11.90%
Parks Land Purchase	300,000	-	0.00%
Parks Master Plan Identified Projects - Grant Match	600,000	-	0.00%
Travers Park Inclusive Playground and Splash Pad	568,500	1,000,881	176.06%
Total Park and Recreation Projects	**2,352,500**	**2,740,727**	**116.50%**
Fire Projects			
SCBA Air Compressor	**100,000**	**-**	**0.00%**
Total Capital Improvement Plan Expenditures	**23,261,500**	**7,620,031**	**32.76%**

Note: Please click here to visit our City Website Project page for additional detail on City of Sandpoint projects.

CITY COUNCIL MEETING MINUTES

February 04, 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, February 4, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT
Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Joel Aispuro
Councilor Kyle Schreiber
Councilor Pam Duquette
Councilor Joe Tate
Councilor Joshua Torrez

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.

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.

Consent Calendar

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 Ruehle, Seconded by Councilor Aispuro.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

1. The minutes from Council's January 21, 2026, regular meeting were approved as presented.

2. The bills presented were approved for payment in the amount of $2,655,443.82, reflecting $1,544,025.97 for regular payables, and $1,110,825.65 for payroll.

Following a request from Councilor Aispuro and no objection from Council, agenda item #5, City Beach RV Park Site Survey Results, Community Workshop Summary, and Commission Recommendation, was moved ahead of the Public Hearing.

Mayor Grimm called for a brief recess at 6:30 p.m., with the meeting reconvening at 6:36 p.m.

Old/Unfinished Business

5. Council Direction: City Beach RV Park Site Survey Results, Community Workshop Summary, and Commission Recommendation

   Following discussion between the Mayor and Council and advice from City Attorney Fonda Jovick, Mayor Grimm reopened the opportunity for general public comments, with representatives of Averill Hospitality and other members of the public addressing the Mayor and Council regarding this topic.

   Following these additional public comments, Old Business was resumed.

   Community Planning and Development Director Jason Welker provided a brief introduction to the agenda item, followed by a motion from Councilor Duquette to accept the Parks and Recreation Commission recommendation and direct staff to proceed with the renovation of the City Beach RV Park, utilizing currently secured funding. Councilor Schreiber seconded the motion, and it was approved by a unanimous vote of the Councilors.

   Motion made by Councilor Duquette, Seconded by Councilor Schreiber.
   Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

Mayor Grimm called for a brief recess at 7:05 p.m., with the meeting reconvening at 7:07 p.m.

Public Hearing

3. Public Hearing: Establishing C-PACE Program and Adoption of Program Guidebook

   Mayor Grimm announced that the purpose of the hearing was to take public testimony for Council consideration on formally establishing the City of Sandpoint's Commercial Property Assessed Capital Expenditure (C-PACE) Program and Program Guidebook.

   Community Planning and Development Director Jason Welker provided a presentation on the proposed resolution and fielded questions from the Mayor and Councilors.

   Mayor Grimm recited rules and procedure and then opened the hearing. No one testified, and the Mayor closed the public hearing.

4. **Resolution 26-006** Establishing C-PACE Program and Adoption of Program Guidebook

   Motion to approve the resolution establishing the City of Sandpoint's C-PACE Program and Program Guidebook.

   Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.
   Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Duquette, Councilor Tate, Councilor Torrez
   Voting Nay: Councilor Schreiber

Old/Unfinished Business - continued

6. Proposed Resolution: Amending City Fee Schedule to add James E. Russell Sports Center Corporate Membership

   This item was removed from the agenda.

7. Proposed Ordinance and Summary: Sandpoint City Code 9-1-3 and Title 9, Chapter 4, Residential Zoning

   Mayor Grimm relayed that the subject City Code amendments were approved by Council at the January 21, 2026, meeting. Councilor Schreiber made a motion to postpone consideration of the ordinance until the City's Stormwater Master Plan is complete and direct staff to prepare a report to explore the opportunity of using the proposed standards as a density bonus for workforce and affordable housing. The motion was seconded by Councilor Duquette and passed by a majority vote of Council, with Councilors Aispuro and Ruehle dissenting.

   Motion made by Councilor Schreiber, Seconded by Councilor Duquette.
   Voting Yea: Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez
   Voting Nay: Councilor Ruehle, Councilor Aispuro

8. **Ordinance 1435** Sandpoint City Code Title 3, Chapter 12, Short-term Rental of Dwelling Units

   Mr. Welker fielded questions from Councilors regarding this agenda item. The Mayor then asked the Clerk to read aloud the title of the ordinance as follows:

   AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPLEALING AND REPLACING SANDPOINT CITY CODE TITLE 3, CHAPTER 12; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

   Councilor Tate made a motion that the Ordinance pass its first reading by title only, and that the Summary is approved, seconded by Councilor Aispuro. Motion passed, with the Mayor breaking a tie vote of Council as follows:

   Motion made by Councilor Tate, Seconded by Councilor Aispuro.
   Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Tate, and Mayor Grimm
   Voting Nay: Councilor Schreiber, Councilor Duquette, Councilor Torrez

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

   Councilor Aispuro made a motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules, seconded by Councilor Tate. Motion passed, with the Mayor breaking a tie vote of Council, as follows:

   Motion made by Councilor Aispuro, Seconded by Councilor Tate.
   Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Tate, and Mayor Grimm
   Voting Nay: Councilor Schreiber, Councilor Duquette, Councilor Torrez

   Mayor Grimm announced that the motion passed, and the Ordinance was considered read, passed and adopted under suspension of the rules.

9. Council Direction: 2026 Citizen Advisory Board Priorities

   Following discussion, Council members confirmed the priorities for the Arts, Culture, and Historic Preservation Commission, Parks and Recreation Commission, Urban Forestry Commission, and Sustainability Committee.

   Council members directed the Pedestrian and Bicycle Advisory Committee to narrow its focus to policy review and collaboration rather than technical tasks. The Council prioritized three key areas: developing updated street standards in collaboration with Public Works, Planning, and Fire departments, reviewing staff updates on the Multimodal and Pedestrian/Bicycle Priority Networks, and removing operational tasks like street maintenance from the committee's purview.

New Business

10. Discussion: Local Option Tax (LOT) for May 2026 Ballot Consideration

Mayor Grimm provided a brief introduction to the agenda item and outlined the potential placement of a Local Option Tax on the May 2026 ballot for consideration by voters. Information and discussion only; no Council action. Additional information to be presented at the next meeting.

11. Update ADU Standards

    Councilor Duquette requested the inclusion of this item on the agenda, seeking Council support to direct staff to draft new Accessory Dwelling Unit (ADU) standards. Following a brief discussion between legal counsel, staff, and Council members, Councilor Duquette made a motion to direct staff to prepare a report and provide to Council previous pertinent meeting video recordings as a starting point, seconded by Councilor Schreiber. Council members agreed unanimously.

    Motion made by Councilor Duquette, Seconded by Councilor Schreiber.
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

Adjourn

With no further business before the Council, the meeting was adjourned at 8:29 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 COUNCIL SPECIAL MEETING/WORKSHOP MINUTES

February 11, 2026 at 12:00 PM

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

Call to Order

The meeting was called to order at 12:00 p.m. by Mayor Jeremy Grimm, presiding in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Joel Aispuro
Councilor Kyle Schreiber
Councilor Pam Duquette
Councilor Joe Tate
Councilor Joshua Torrez

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.

In addition to the Mayor and Council, City legal counsel Fonda Jovick and Zach Jones were also in attendance, along with City department directors: Central Services Director Cheryl Hughes, Finance Director Sarah Lynds, Community Planning and Development Director Jason Welker, Public Works Director Holly Ellis, Fire Chief Gavin Gilcrease, and Chief Coon.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Strategic Planning Workshop

1. City Council Strategic Planning Kickoff

   Following opening remarks by Mayor Grimm, a workshop was held, with discussion amongst Council members, legal counsel, and staff.

The workshop was recessed for a break at 1:48 p.m., with the meeting reconvening at 1:59 p.m.

2. Selection of Strategic Planning Facilitator

   Councilor Ruehle moved to direct staff to enter into a contract with a facilitator prior to the next regularly-scheduled Council meeting. The motion was seconded by Councilor Duquette and approved unanimously by the Council.

   Motion made by Councilor Ruehle, Seconded by Councilor Duquette.
   Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

Adjourn

With no further business before the Council, the meeting was adjourned at 4:14 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 COUNCIL MEETING MINUTES

February 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, February 18, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT
Mayor Jeremy Grimm
Councilor Deb Ruehle, Council President
Councilor Joel Aispuro
Councilor Kyle Schreiber
Councilor Pam Duquette
Councilor Joe Tate, attending remotely
Councilor Joshua Torrez

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.

1. Cash and Investment Transactions Financial Report – December 2025 (information only)
2. FY2026 First Quarter Financial and Capital Report (information only)
3. Cash and Investment Transactions Financial Report – January 2026 (information only)

Upon Councilor Ruehle's request and no objection from Council, agenda item 14, Communication Agenda and Administrative Policy, was moved up on the agenda, ahead of item 13.

Upon the Mayor's request and no objection from Council, agenda item 10, Downtown Revitalization Phase 3 Draft Basis of Design Project Update, was moved up on the agenda, ahead of the public hearing, item 8.

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.

Consent Calendar

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 Ruehle, Seconded by Councilor Schreiber.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

4. The bills presented were approved for payment in the amount of $535,176.07 for regular payables.
5. **Resolution 26-007** Approving First Amendment to Custodial Services Contract with ASAP Services, Inc. (City Agreement A25-1940-1)
6. **Resolution 26-008** Approving Purchase Order 26-1740 to Pierce Auto Center for 2026 Ram 3500 Tradesman
7. **Resolution 26-009** Approving Purchase Order 26-1752 to Pierce Auto for City Hall Vehicle

Old/Unfinished Business

10. Project Update: Downtown Revitalization Phase 3 - Draft Basis of Design

    Matthew Gillis, P.E., Vice President of Welch-Comer Engineers & Surveyors, contracted City consultant, provided a presentation on the Downtown Revitalization Phase 3 Project and, along with City Project Manager Erik Bush, fielded questions from Council members. Information only; no Council action.

Public Hearing

8. New James E. Russell Sports Center Membership Pause and Reactivation Fees

    Mayor Grimm announced that the purpose of the hearing was to take testimony from the public as Council considers adding new fees to the City's fee schedule that would allow members of the James E. Russell Sports Center to pause and reactivate their membership.

    Community Planning and Development Director Jason Welker provided a presentation and fielded questions from the Councilors.

    Mayor Grimm recited rules and procedure and then opened the hearing. No one testified, and the Mayor closed the public hearing.

9. Proposed Resolution: Amending City Fees Schedule to add James E. Russell Sports Center Membership Pause and Reactivation Fees

    Following Council deliberation, Councilor Schreiber made a motion to amend the proposed fee for pausing membership to reflect a tiered structure, where City of Sandpoint residents are paying less than those who do not reside within city limits, with the tiers reflecting $5 for City residents, $10 for Bonner County residents, and $15 for members who reside outside Bonner County, and to set the reactivation fee at twice the cost of the monthly charge for an annual membership. The motion was seconded by Councilor Duquette.

    Following additional deliberation and input from staff, Councilor Schreiber amended his motion to configure the pause fee tiers as follows: $10 for City residents, $15 for Bonner County residents, and $20 for members who reside outside Bonner County. (No amendment to the portion of the motion setting the reactivation fee at twice the cost of the monthly charge for an annual membership.) Councilor Duquette seconded the amendment to the motion, and, with no vote necessary to approve this amendment, Council voted unanimously to approve these changes to the proposal that had been presented.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

On the advice of City Attorney Fonda Jovick, with substantive changes to the resolution that had been provided in the meeting packet, a revised resolution reflecting these fees as modified and approved by Council will be presented for approval at the next meeting.

Following conclusion of this item, Mayor Grimm recessed the meeting for a brief break at 7:04 p.m., reconvening at 7:10 p.m.

Old/Unfinished Business - *continued*

11. **Ordinance 1436** Residential Zoning

The Mayor announced that, next, Council would revisit a proposed ordinance repealing and replacing Sandpoint City Code 9-1-3 and Title 9, Chapter 4, Residential Zoning, Sections 1 through 6, where Council approved the amendments during their January 21, 2026, regular meeting but declined to consider the ordinance for codification that was presented at the following meeting on February 4, instead voting to postpone until such time as the City's Stormwater Master Plan is complete and directing staff to prepare a report to explore the opportunity of using the proposed standards as a density bonus for workforce and affordable housing. The Mayor then yielded the floor to Councilor Tate, who requested the addition of this item to the agenda, with the Councilor explaining that he voted to postpone adoption of this ordinance at the February 4 meeting due to procedural confusion and that he supports these code amendments as evidenced by his vote to approve them at the January 21 meeting.

The Mayor then asked the Clerk to read aloud the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPEALING AND REPLACING SANDPOINT CITY CODE TITLE 9, CHAPTER 1, SECTION 3, AND TITLE 9, CHAPTER 4, SECTIONS 1 THROUGH 6; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Councilor Ruehle made a motion that the Ordinance pass its first reading by title only and that the Summary is approved, seconded by Councilor Aispuro.

Prior to a vote on the motion, there were remarks from Councilors Schreiber and Duquette, supporting Council's February 4 decision to postpone adoption of the ordinance. Additionally, Mayor Grimm fielded a question from Councilor Torrez, with information also provided by City Planner Bill Dean.

Ms. Jovick clarified that adoption of the ordinance was simply Council’s technical conclusion of the passing of the code changes they already approved on January 21. In order to, in essence, re-litigate the question of whether Council approves of these changes would have required a reconsideration of the underlying action. A Councilor has every right to vote against an ordinance that simply seeks to codify amendments that same Councilor already voted in favor of at a prior meeting, but the reason or reasons for any such change in vote must be stated for the record. In this instance, Councilors Schreiber and Duquette voted against the code amendments when they were presented on January 21 and have a right to continue to make that record to support their “no” vote when the actual ordinance is presented for consideration, but, for the other four Councilors who voted to approve the amendments, absent the articulation of a statement as to the reason for a change in vote, they are obligated to vote “yes” to now adopt the ordinance.

A vote on the motion for passage of the Ordinance's first reading by title only and approval of the Summary resulted as follows:

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Tate, Councilor Torrez
Voting Nay: Councilor Schreiber, Councilor Duquette

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

Motion made by Councilor Aispuro, Seconded by Councilor Ruehle.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Tate, Councilor Torrez
Voting Nay: Councilor Schreiber, Councilor Duquette

Mayor Grimm announced that the motion had passed, and the Ordinance was considered read, passed and adopted under suspension of the rules, effective upon publication of the Summary in the newspaper.

12. Proposed Resolution: May 19, 2026, Election Ballot Question - City Of Sandpoint Local Option Sales Tax

Mayor Grimm announced that the next item under Old Business, following discussion at the last meeting, was a proposed resolution for Council to consider including a question to Sandpoint voters on the May 19, 2026, ballot as to whether the City should adopt a new local option tax.

The Mayor and Council reviewed the Mayor's memo, included in the meeting packet, as well as the draft resolution presented, and discussed the projects that may be included for expenditure of tax revenue, communication with and participation by Sandpoint voters, and timing of this ballot measure, with Ms. Jovick and Finance Director Sarah Lynds fielding questions and providing information.

Councilor Ruehle made a motion to delay consideration of including the question of a new local options sales tax on the ballot until the November 2026 election in order to solicit public feedback, ensure all questions of legality are answered, and receive additional input from staff and others, seconded by Councilor Duquette.

Following additional discussion, the motion passed by a unanimous vote of Council as follows:

Motion made by Councilor Ruehle, Seconded by Councilor Duquette.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

New Business

14. Communication Agenda and Administrative Policy

Following an introduction by Councilor Ruehle as to the policy purpose and objectives, remarks by Mayor Grimm, and discussion, Councilor Ruehle made a motion to direct all appointed officials of the City to collaborate on refining the draft policy and return to Council within 4 to 6 weeks for either a final vote or further revisions, seconded by Councilor Aispuro and approved.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

Following conclusion of this item, Mayor Grimm recessed the meeting for a brief break at 8:27 p.m., reconvening at 8:32 p.m.

13. Discussion: Commercial and Downtown Zoning and Historic Preservation Codes Update

Mr. Dean provided a presentation and fielded questions, recommending a team effort for review and action in terms of downtown planning and zoning, reconceiving how commercial zoning is addressed in the City, and adopting an ordinance to achieve historic preservation. Information only; no Council action.

Prior to the vote to convene in executive session, Councilor Tate, who had been attending remotely, left the meeting.

Executive Session

15. Motion 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, Idaho Code § 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, and § 74-206(1)(f) to communicate with the City's legal counsel to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

    Motion made by Councilor Schreiber, Seconded by Councilor Ruehle.
    Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Torrez
    Absent: Councilor Tate

16. With an affirmative vote of Council, an executive session was 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 10:16 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: 02/19/2026 THROUGH 03/04/2026

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: AARON DUNCOMBE				
SH1-26000353	SPD: RESOURCE OFFICER CAR DECALS - FORD EXPLORER			$75.00
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	75.00	
		Total For: AARON DUNCOMBE		**$75.00**
Vendor: ACCURATE TESTING LABS LLC				
152548	WTP: ORGANIC CARBON (3) & ALKALINITY (1) TESTING			$325.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	325.00	
152677	WTP: COLIFORM TESTING (5) (2026020381)			$200.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	200.00	
152531	WTP: NITRATE N03 (2) & SODIUM (2) (2026020232)			$200.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	200.00	
152697	WWTP: CHLORIDE (1) & SAMPLE PREP (2026020413)			$90.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	90.00	
152513	WWTP: ORG CARBON & NITROGEN TEST (2026020214)			$220.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	220.00	
152569	WWTP: ORG CARBON & NITROGEN TEST (2026020273)			$220.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	220.00	
152489	WWTP: ORG CARBON & NITROGEN TEST (2026020186)			$220.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	220.00	
		Total For: ACCURATE TESTING LABS LLC		**$1,475.00**
Vendor: ALPINE FIRE PROTECTION LLC				
8823	CITYHALL ANNUAL FIRE EXTINGUISHER TEST (4)			$40.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	40.00	
8822	ANNUAL FIRE EXT. SERVICE SPD (13) & 5 LB RECHARGE (1)			$158.00
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	79.00	
	POLICE DEPARTMENT	SERVICES - BUILDING - R&M	79.00	
		Total For: ALPINE FIRE PROTECTION LLC		**$198.00**
Vendor: ALPINE MOTORS COMPANY INC				
164904	SPD11: OIL CHG, NEW BATT & ALTERNATOR '16 FORD EXPLORER			$313.25
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	313.25	
164906	SPD6: OIL CHANGE/NEW BATTERY - 11' CHEVY TAHOE			$[illegible]

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	326.26	
164793	SPD7: ALTERNATOR REPLACEMENT '15 EXPLORER			$708.35
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	708.35	
165002	SPD17: LEFT HEADLAMP REPLACED '20 DODGE DURANGO			$78.88
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	78.88	
164999	SPD12: OIL CHANGE - 2017 FORD EXPLORER			$59.69
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	59.69	
		Total For: ALPINE MOTORS COMPANY INC		**$1,486.43**
Vendor: AUTO HAUS INC				
13707	SC: WIPER BLADES 21" XTRACLEAR (2)			$39.50
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	39.50	
13675	WWTP: OIL FILTER (1)			$9.55
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	9.55	
13539	SHOP: SUPER GLUE, EMERY CLOTH (9) ROLOC DISCS (3)			$19.90
	STREET MAINTENANCE DIVISION	TOOLS	6.63	
	WASTEWATER COLLECTIONS	TOOLS	6.63	
	WATER DISTRIBUTION	TOOLS	6.64	
13563	SHOP:: BRAKE HYDRALIC LINE & CONNECTOR FITTING FOR TOOLS			$14.98
	WATER DISTRIBUTION	TOOLS	4.99	
	WASTEWATER COLLECTIONS	TOOLS	4.99	
	STREET MAINTENANCE DIVISION	TOOLS	5.00	
13554	SHOP: SURFACE REFINISHING TOOL DISCS			$18.99
	WASTEWATER TREATMENT	TOOLS	6.33	
	WASTEWATER COLLECTIONS	TOOLS	6.33	
	STREET MAINTENANCE DIVISION	TOOLS	6.33	
		Total For: AUTO HAUS INC		**$102.92**
Vendor: AVISTA UTILITIES				
0838870000 02/0	MONTHLY UTILITIES 01/21/26-02/20/26 ONTARIO			$53.08
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	53.08	
		Total For: AVISTA UTILITIES		**$53.08**
Vendor: B&E ELECTRIC INC				
CS4415	SCADA WATER AND WASTEWATER UPGRADES CO #7			$10,051.00
	WATER TREATMENT	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	5,025.50	
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	5,025.50	
		Total For: B&E ELECTRIC INC		**$10,**
Vendor: BESTWAY TREE SERVICE INC				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
2026-10	TREE REMOVAL AND CLEAN-UP (BRIDGE ST 13, MEMORIAL FIELD, FARMIN LANDI			$7,900.00
	PARK MAINTENANCE & CAPITAL	TECH SERVICES - ARBORIST/URBAN FORESTER	600.00	
	STREET MAINTENANCE DIVISION	TECH SERVICES - ARBORIST/URBAN FORESTER	6,300.00	
	STREET MAINTENANCE DIVISION	TECH SERVICES - ARBORIST/URBAN FORESTER	1,000.00	
		Total For: BESTWAY TREE SERVICE INC		**$7,900.00**
Vendor: BONNER GENERAL HOSPITAL				
SP0014701443	SPD: LEGAL BLOOD DRAW ALBANY			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
SP0014639641	SPD: LEGAL BLOOD DRAW HANSON			$55.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	55.50	
		Total For: BONNER GENERAL HOSPITAL		**$111.00**
Vendor: BOUNDARY TRACTOR YAMAHA				
BTC-224946	CITY BEACH: TRACTOR REPAIR KUBOTA L4760			$2,111.05
	PARK MAINTENANCE & CAPITAL	SERVICES - EQUIPMENT - R&M	2,111.05	
		Total For: BOUNDARY TRACTOR YAMAHA		**$2,111.05**
Vendor: BROWN'S NORTHSIDE				
S173138	ST: TRANSMISSION BELT EXCHANGE			$9.21
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	9.21	
S173282	ST: MARINE DEEP CYCLE BATT & CORE			$219.39
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	219.39	
S173298	WD: BALDWIN TRANS FILTER HD (2)			$115.99
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	115.99	
S172198	FIRE: 1141 COOLANT REPAIR PARTS			$72.01
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	72.01	
S172453	FIRE: 1141 AIR DRYER, PURGE VALVE GOVERNOR FOR BRAKE SYSTEM			$221.00
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	221.00	
		Total For: BROWN'S NORTHSIDE		**$637.60**
Vendor: CANON FINANCIAL SERVICES INC				
42672951	FY26 FEB 2026 UPSTAIRS/DOWNSTAIRS COPIERS - 5840I AND 5550I			$459.57
	CENTRAL SERVICES DEPARTMENT	COPIER LEASE	355.00	
	CENTRAL SERVICES DEPARTMENT	PHOTOCOPIES	104.57	
		Total For: CANON FINANCIAL SERVICES INC		**$459.57**
Vendor: CC VENDOR - WELLS FARGO				
036524	SUPER 1: FOOD FOR STRATEGIC PLANNING MEETING			$62.45
	MAYOR'S OFFICE	SUSTENANCE/FOOD	62.45	
1466-3269	PRI: SPD: RECORDS MANAGEMENT TRAINING			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	POLICE DEPARTMENT	TRAINING AND TRAVEL	717.60	
112-0905974-23	AMZN: FIRE: REPLACEMENT UV BULB FOR WATER FILTRATION			$63.99
	FIRE DEPARTMENT - SANDPOINT	FACILITY SUPPLIES	63.99	
INV836409	GIDEON: FIRE: TRAFFIC CONES FOR 1141			$229.22
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	229.22	
00293864	AXON: TASER X2/X26P BATTERY PACK (3)			$261.60
	POLICE DEPARTMENT	LESS LETHAL SUPPLIES/EQUIPMENT	261.60	
111-1027803-71	AMZN: IESNA LIGHTING HANDBOOK			$77.84
	BUILDING DIVISION	BOOKS AND PERIODICALS	77.84	
73022	VOSS SIGNS: POLICE NO PARKING SIGNS (100)			$283.00
	POLICE DEPARTMENT	SIGNAGE SUPPLIES/EQUIPMENT	283.00	
113-0129403-51	AMZN: UNFORMS INVESTIGATIONS			$616.05
	POLICE DEPARTMENT	UNIFORM & CLOTHING	616.05	
BQDK	NORTHWEST PET RESORT: HUNTER GROOMING			$67.50
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	67.50	
E8229	IRWA: WASTE WATER CLASS (BERGET,DUCKEN & KEITH)			$180.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	180.00	
1835809701-TA	HYATT: SALES TAX REFUND - J. INMAN T0094			$(71.64)
	POLICE DEPARTMENT	TRAINING AND TRAVEL	(71.64)	
081209	STAPLES: HAMMERWILL 2/92 COPY PAPER (1)			$46.99
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	15.66	
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	15.66	
	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	15.67	
AHQAUO - T009	SOUTHWEST: T0096 GEG TO LAS - MORRIS LASERFICHE 2026			$172.40
	INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	172.40	
CZJZZO - T0096	ALASKA: T0096 LAS TO BOI/GEG - MORRIS LASERFICHE 2026 - RETURN FLIGHT			$119.20
	INFORMATION TECHNOLOGY DIVISION	TRAINING AND TRAVEL	119.20	
1835809701-ADJ	HYATT: SALES TAX REFUND - J. INMAN T0094 - ADJUSTMENT			$0.01
	POLICE DEPARTMENT	TRAINING AND TRAVEL	0.01	
049430	STAPLES: SHOP: HP LASTERJET PRO 40 PRINTER			$199.99
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	66.66	
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	66.66	
	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	66.67	
20-14183-46867	EBAY: SPD: WATCHGUARD REPLACEMENT BATTERIES (5)			$89.48
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	89.48	
05-14206-80448	EBAY: SPD: 3 WATCHGUARD BODY CAMS			$157.10
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	157.10	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
004045/8040560	HOME DEPOT: CREDIT - EQPMNT FOR JER CABINETS - ORGNAL HAD TAX			$(109.87)
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	(109.87)	
061111/1094463	HOME DEPOT: EQPMNT SPPLS FOR JER CABINETS - JER			$102.69
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	102.69	
028904/1620460	HOME DEPOT: 1/2" PEX FITTINGS & 1-5/8 INCH SCREWS			$41.40
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	41.40	
20-14183-46868	EBAY: SPD: 20-14183-46868 - 3 MDC PRINTERS			$540.54
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	540.54	
090333/1020339	HOME DEPOT: SQR PLL, SRG PRTCTR, LUBE, BLNK CVR, TGH TOTE - JER			$55.55
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	55.55	
1861066	ONE STEP GPS: OBD-II PLUG-IN GPS DEVICE (16) FEB'26			$223.20
	POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY MISC	223.20	
E8194 T0099	IRWA: SPRING CONFERENCE 2026 J. HIGGINS - T0099			$335.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	335.00	
E8198 T0100	IRWA: SPRING CONFERENCE 2026 R. BERGET - T0100			$335.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	167.50	
	WATER DISTRIBUTION	TRAINING AND TRAVEL	167.50	
E8202	IRWA: WD: I/II CERT REVIEW ONLINE & TEXTBOOK - S. JAMES			$225.00
	WATER DISTRIBUTION	TRAINING AND TRAVEL	125.00	
	WATER DISTRIBUTION	BOOKS AND PERIODICALS	100.00	
26890706	SHRM: 2026 EMPLOYMENT LAW UPDATE CLASS - D. PETERSON			$75.00
	FINANCE DEPARTMENT	TRAINING AND TRAVEL	75.00	
0007627	APA: ID PLANNING ASSOC MBRSHP E. BRUBAKER 02/01/26 THRU 01/31/27			$384.30
	PLANNING DIVISION	LICENSES/DUES & SUBSCR (JOB RELATED)	384.30	
111-8062366-27	AMZN: 6 SEC CAM: HICKORY, GREAT NORTH & SNACK SHACK			$899.94
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	299.98	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	299.98	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	299.98	
1835809701	HYATT: J. INMAN TRAINING/HOTEL - T0094			$622.63
	POLICE DEPARTMENT	TRAINING AND TRAVEL	622.63	
		Total For: CC VENDOR - WELLS FARGO		**$7,003.16**
Vendor: CODY LOGAN				
PER DIEM T009	PER DIEM T0097 - VACTOR TRUCK INSPECTION - CHICAGO IL			$163.00
	WATER DISTRIBUTION	TRAINING AND TRAVEL	163.00	
		Total For: CODY LOGAN		**$163.00**
Vendor: COLEMAN OIL				
INV-356129	WD: TRANSMISSION OIL - CVX SYN ATF HD			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	125.40	
INV-353917	WWTP: CHEVRON HYDRAULIC OIL ISO 46 (12 GAL)			$221.80
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	221.80	
INV-357831	ST: MOTOR OIL CVX SYN 0W20 6 GALLONS			$128.88
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	128.88	
		Total For: COLEMAN OIL		**$476.08**
Vendor: CONSOLIDATED SUPPLY CO.				
S012815082.001	WWTP: PVC BELLEND SEAL (2), BELL ENDS (20), SLIP CAP (2)			$23.17
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	23.17	
S012815649.001	WWTP: SEALANT (2) MANHOLE HOOKS (2) & CURB KEYS			$349.82
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	349.82	
S012813550.001	WTP: SLOAN 1-1/2"X13" TRAP PRIMER (1)			$101.43
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	101.43	
S012787561.001	WD: 1" FIP X FIP BALL VALVE (3) & 5" TRENCH SHOVEL 48" (1)			$465.22
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	406.44	
	WATER DISTRIBUTION	TOOLS	58.78	
S012791649.001	WD: BRASS HOUSING AND FITTINGS			$1,155.03
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,155.03	
S012794139.001	WWTP: QWIK SET CEMENT & PAINT PRIMER			$56.70
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	56.70	
S012794255.001	WTP: CEMENT PINT S40 (2) & 1 QT OATEY CLEAR PRIMER			$82.94
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	82.94	
S012773636.002	WTP: CORZAN GASKET & TEE FOR WTP EMERGENCY REPAIRS 2 OF 2			$482.62
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	482.62	
S012762399.004	WD: ADAPTERS (2) , TRUMBULL LIDS (6) & SS INSERT (2)			$485.11
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	485.11	
S012799809.001	WD: BRASS FITTING 2" 90 DEG ELBOW			$34.48
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	34.48	
S012708400.002	MEMORIAL: TOILET AND URINAL AUTOMATIC FLUSH PARTS			$85.14
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	85.14	
S012798029.001	WTP: 1/2" X 1/4" BRASS BUSHING & 1/2" PVC ATTACHMENT			$7.07
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	7.07	
S012795288.001	WTP: 6" S80 CORZAN PVC COUPLING (2) & FREIGHT			$214.44
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	214.44	
S012798317.001	SC: STEEL DIMPLE BAND KIT & 18"X20' ADS DBL WALL PIPE (10)			$353.06
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	353.06	
S012798278.001	WD: END CAP - FERNCO QC-106 6" QWIK CAP SC-600			

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	10.89	
		Total For: CONSOLIDATED SUPPLY CO.		**$3,907.12**
Vendor: CO-OP GAS & SUPPLY CO.				
38169	WTP: DISTILLED WATER GL ZIPLOCK			$22.73
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	22.73	
72437	WTP: SHOP TOWELS, LIGHTERS, HOOKS & ZIPLOC			$46.75
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	46.75	
72566	SC: NUTS AND BOLTS			$17.43
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	17.43	
42118	FIRE: BOLT AND KNOB FOR BREATHING AIR COMPRESSOR			$6.93
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	6.93	
45310	WWC: 7/16 SS SNAP LINK (1) 1/4 SS QUICK LINK (2)			$23.07
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	23.07	
45057	WTP: AERATOR PARTS			$10.18
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	10.18	
39849	WWC: TAPE(4) TIE WRAP (2) SHRINK TUBE & SPLICE KIT			$60.35
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	60.35	
45945	WWC: SCREWS (4) & MASONRY BIT 1/2"X6"			$13.35
	WASTEWATER COLLECTIONS	TOOLS	8.99	
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	4.36	
		Total For: CO-OP GAS & SUPPLY CO.		**$200.79**
Vendor: EDNETICS INC				
INV-140403	VOIP STD/ANALOG USER CHARGES MNTHLY FEB'26 (FY26)			$2,812.86
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - VOIP	2,812.86	
		Total For: EDNETICS INC		**$2,812.86**
Vendor: EMSCONNECT				
14740	EMS & FIRE TRAINING SUBSCRIPTIONS (10) FEB'26			$75.00
	FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	75.00	
		Total For: EMSCONNECT		**$75.00**
Vendor: ESRI				
900195485	ARCGIS ONLINE CREDITS: BLOCK OF 1,000 (2) 2/12/26-2/11/28			$240.00
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - GIS & STR	240.00	
		Total For: ESRI		**$240.00**
Vendor: FASTENAL COMPANY				
IDCOE231092	SHOP: XL NITRILE GLOVES (200)			
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	21.10	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	21.09	
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	21.09	
		Total For: FASTENAL COMPANY		**$63.28**
Vendor: FEDERAL EXPRESS				
9-175-89949	WWTP: SHIPPING OF CHRONIC BIOMONITORING SAMPLES			$39.20
	WASTEWATER TREATMENT	POSTAGE	39.20	
9-184-66245	WWTP: POSTAGE FOR CHRONIC BIOMONITORING TEST			$104.73
	WASTEWATER TREATMENT	POSTAGE	104.73	
		Total For: FEDERAL EXPRESS		**$143.93**
Vendor: GALLS LLC				
034060528	SPD16: 5.11 WORK UNIFORM SHIRT (1) - ENNIS			$53.74
	POLICE DEPARTMENT	UNIFORM & CLOTHING	53.74	
034093224	SP16: CUFF CASE ROUND (1)			$39.94
	POLICE DEPARTMENT	UNIFORM & CLOTHING	39.94	
		Total For: GALLS LLC		**$93.68**
Vendor: GRAINGER INC				
9814926169	WWTP: TIME DELAY HVAC RELAY (3) 120V			$1,469.97
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,469.97	
		Total For: GRAINGER INC		**$1,469.97**
Vendor: GRIPTION TIRES INC				
75997	PARKS: MOUNTING OF ATV TIRES			$40.00
	PARK MAINTENANCE & CAPITAL	SERVICES - EQUIPMENT - R&M	40.00	
		Total For: GRIPTION TIRES INC		**$40.00**
Vendor: HACH COMPANY				
14867931	WTP: LIQUID PROBE W/1M CABLE			$456.87
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	456.87	
14866805	WTP: EQUITRANSFERRANT PH7 BUFFER, 500ML			$121.60
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	121.60	
14869096	WTP: STABLCAL CERT STD 800 DILUTION (1 LITER)			$313.60
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	313.60	
		Total For: HACH COMPANY		**$892.07**
Vendor: HENRY SCHEIN INC				
51293556	FIRE: MEDICAL EXAM GLOVES BOX OF 100 (10)			$63.50
	FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	63.50	
		Total For: HENRY SCHEIN INC		**$**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: HMH ENGINEERING				
GS025-16-06	HMH CITY ENG SERV THRU JAN-25-2026 (A25-2410-6)			$9,378.60
	PUBLIC WORKS ADMINISTRATION	OTHER PROF SERVICE - ENGINEERING/ARCHITE	9,378.60	
		Total For: HMH ENGINEERING		**$9,378.60**
Vendor: IDAHO RURAL WATER ASSOCIATION				
Q2026-032	WWTP: IRWA CLASS II & VOL 2 TEXTBOOK - R. BAILEY			$1,350.00
	WASTEWATER TREATMENT	TRAINING AND TRAVEL	1,250.00	
	WASTEWATER TREATMENT	BOOKS AND PERIODICALS	100.00	
		Total For: IDAHO RURAL WATER ASSOCIATION		**$1,350.00**
Vendor: INDEPENDENT HIGHWAY DISTRICT				
109791	ST: WINTER DE-ICER BRINE - 01/05/2026 PICK UP 1800 GAL			$756.00
	STREET MAINTENANCE DIVISION	SNOW SUPPLIES/EQUIPMENT	756.00	
		Total For: INDEPENDENT HIGHWAY DISTRICT		**$756.00**
Vendor: INNOVATE! INC.				
SI05969	A25-1920-1: GIS SUPPORT SERVICES JAN'26			$2,561.32
	INFORMATION TECHNOLOGY DIVISION	TECH SERVICES - GIS SERVICES	1,287.18	
	INFORMATION TECHNOLOGY DIVISION	TECH SERVICES - GIS SERVICES	67.06	
	PUBLIC WORKS ADMINISTRATION	TECH SERVICES - GIS SERVICES	268.24	
	WATER DISTRIBUTION	TECH SERVICES - GIS SERVICES	469.42	
	WASTEWATER COLLECTIONS	TECH SERVICES - GIS SERVICES	469.42	
		Total For: INNOVATE! INC.		**$2,561.32**
Vendor: INSIGHT DISTRIBUTING INC				
0547363-IN	CITY HALL: TOWEL DISPENSERS (2)			$210.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	210.00	
0547671-IN	CH & JER: TOWEL ROLLS (4 CASE) & TP (1 CASE)			$215.85
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	88.28	
	GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	127.57	
		Total For: INSIGHT DISTRIBUTING INC		**$425.85**
Vendor: INTERMOUNTAIN SIGN & SAFETY LLC				
22189	ST: SCHOOL SPEED LIMIT & STREET SIGNS (2)			$330.00
	STREET MAINTENANCE DIVISION	TRAFFIC CONTROL SUPPLIES/EQUIPMENT	330.00	
		Total For: INTERMOUNTAIN SIGN & SAFETY LLC		**$330.00**
Vendor: JARED RYAN SUNDBERG				
2246	ST: CAT FAILED SPEED SOLENOID REPAIR			$
	STREET MAINTENANCE DIVISION	SERVICES - AUTOMOTIVE - R&M	700.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
		Total For: JARED RYAN SUNDBERG		**$700.00**
Vendor: J-U-B ENGINEERS INC				
191353	LITTLE SANDCREEK CULVERT NOV-02-25 TO NOV-29-25			$6,643.30
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	5,330.00	
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	1,313.30	
192732	LITTLE SANDCREEK CULVERT NOV-30-25 TO DEC-27-25			$8,337.52
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	7,957.92	
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	310.80	
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	68.80	
		Total For: J-U-B ENGINEERS INC		**$14,980.82**
Vendor: KG & T SEPTIC INC				
60423	KG&T PORTABLE TOILET RENTAL 1/5/26-2/1/26			$1,400.00
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	300.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	326.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	316.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	326.00	
	WATER TREATMENT	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	132.00	
		Total For: KG & T SEPTIC INC		**$1,400.00**
Vendor: L.N. CURTIS & SONS				
INV1038514	FIRE: STRUCTURAL FIREFIGHTING GLOVES (1)			$118.40
	FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	118.40	
		Total For: L.N. CURTIS & SONS		**$118.40**
Vendor: LES SCHWAB TIRE CENTER				
10800955055	ST: STEERING WHEEL ALIGNMENT '24 RAM 2500 (3C6UR5HJ1RG169316)			$107.99
	STREET MAINTENANCE DIVISION	SERVICES - AUTOMOTIVE - R&M	107.99	
10800952961	SPD12: BRAKES & CONTROL ARMS '17 FORD INTERCEPTOR			$2,042.53
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	2,042.53	
		Total For: LES SCHWAB TIRE CENTER		**$2,150.52**
Vendor: MES SERVICE COMPANY				
IN2430874	FIRE: INSTALL OF BREATHING AIR COMPRESSOR #32303			$1,160.20
	FIRE DEPARTMENT - SANDPOINT	SERVICES - EQUIPMENT - R&M	1,160.20	
		Total For: MES SERVICE COMPANY		**$1,160.20**
Vendor: MOTOROLA SOLUTIONS INC				
1162369095	FY23 HUB/MOBILE AVL&MAPPING/LEGACY FIRE/EMS MAINTENANCE FEES STD			$5,
	INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WATCHGUAR	5,395.25	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
		Total For: MOTOROLA SOLUTIONS INC		**$5,395.25**
Vendor: NAPA AUTO PARTS				
268006	ST: STARTER FOR BUCKET TRUCK			$6.58
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	6.58	
269348	WD/SC: RNX WIPER BLADES			$54.98
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	27.49	
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	27.49	
267706	PARKS: MEMORIAL: 1/2 D 1-3/166P STOCKET			$17.70
	PARK MAINTENANCE & CAPITAL	TOOLS	17.70	
		Total For: NAPA AUTO PARTS		**$79.26**
Vendor: NEWCO INC				
944748	WTP: NACLO 12.5% (4 TOTES) - TOTE DEPOSIT & ENV SURCHARGE			$5,672.00
	WATER TREATMENT	CHEMICAL SUPPLIES	4,037.00	
	WATER TREATMENT	CHEMICAL SUPPLIES	1,600.00	
	WATER TREATMENT	CHEMICAL SUPPLIES	35.00	
		Total For: NEWCO INC		**$5,672.00**
Vendor: NEWMAN SIGNS INC				
TRFINV065696	ST: SCHOOL TRAFFIC SIGNS (3) AND POSTS (3)			$276.00
	STREET MAINTENANCE DIVISION	SIGNAGE SUPPLIES/EQUIPMENT	276.00	
		Total For: NEWMAN SIGNS INC		**$276.00**
Vendor: NORTH 40 OUTFITTERS				
051268/B	ST: BRACKET PIN INSULATED CLIPS & BATTERY BOX			$46.33
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	46.33	
051216/B	WWTP: BROODER FIXTURE, NOOZLE HOSE, ATTACHMENTS & HEAT LAMP 250W			$130.90
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	130.90	
051363/B	WTP: AAA BATTERIES 24PK (1)			$29.99
	WATER TREATMENT	OFFICE SUPPLIES/EQUIPMENT	29.99	
		Total For: NORTH 40 OUTFITTERS		**$207.22**
Vendor: NORTHERN LIGHTS				
94200 01-28	WTP: 856 SCHWEITZER MTN RD 94200 01-28-26 (FY26)			$1,372.39
	WATER TREATMENT	ELECTRICITY	1,372.39	
3521203 01-28	BALDY MNT RADIO SITE 1 ELECTRIC 3521203 01-28-26 (FY26)			$92.85
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	92.85	
3521202 1-28	WWC: ELECTRICITY AIRPRK LIFT STATION 3521202 01-28-26 (FY26)			$92.11
	WASTEWATER COLLECTIONS	ELECTRICITY	92.11	
3521201 1-28	WWC: BOYER AVE JAIL LFT STN N ELECTRIC 01-28-26 (FY26)			

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WASTEWATER COLLECTIONS	ELECTRICITY	82.89	
50430350 01-28	WC: ELECTRICITY 3200 GREAT NORTHERN RD 50430350 01-28-26 (FY26)			$75.44
	WASTEWATER COLLECTIONS	ELECTRICITY	75.44	
50278925 01-28	ST: SPRING HAVEN LIGHTS (BOYER & JENNY) 50278925 01-28-26 (FY26)			$48.16
	STREET MAINTENANCE DIVISION	ELECTRICITY	48.16	
50242287 01-28	ST: GRAND VIEW STREET LIGHTS 50242287 01-28-26 (FY26)			$24.13
	STREET MAINTENANCE DIVISION	ELECTRICITY	24.13	
94201 01-28	WTP: 300 WOODLAND DR ELECTRIC 01-28-26 (FY26)			$329.63
	WATER TREATMENT	ELECTRICITY	329.63	
94202 01-28	WTP: 295 WOODLAND DR ELECTRIC 01-28-26 (FY26)			$218.42
	WATER TREATMENT	ELECTRICITY	218.42	
		Total For: NORTHERN LIGHTS		**$2,336.02**
Vendor: NW RESTAURANT VENTURES				
10156	ROOM RENTAL - COM. ZONING & HISTORIC PRESERVATION			$71.40
	COMMUNITY DEVELOPMENT ADMINISTRATION	MEETINGS (NOT RELATED TO TRAINING)	71.40	
		Total For: NW RESTAURANT VENTURES		**$71.40**
Vendor: ONE CALL CONCEPTS, INC				
60123017	WD/SC: UTILITY LOCATOR SERVICES JAN'26			$70.20
	WATER DISTRIBUTION	TELEPHONE - LANDLINE & OTHER	35.10	
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	35.10	
		Total For: ONE CALL CONCEPTS, INC		**$70.20**
Vendor: OXARC INC				
0032511611	WWTP: CHLORINE CYL (3) & SULFUR DIOXIDE CYL (2)			$5,652.11
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	5,652.11	
		Total For: OXARC INC		**$5,652.11**
Vendor: PANHANDLE HEALTH DISTRICT				
712 02/05/2026	OSHA REQUIRED/RECOMMENDED VAC FOR STAFF AROUND RAW SEWAGE 02/05/			$467.00
	PUBLIC WORKS ADMINISTRATION	OTHER PROF SERVICE - MEDICAL	217.00	
	WASTEWATER COLLECTIONS	OTHER PROF SERVICE - MEDICAL	250.00	
		Total For: PANHANDLE HEALTH DISTRICT		**$467.00**
Vendor: PAPE MACHINERY INC				
70734400	BEACH: JD 650PLX DOSER RENTAL - SAND REDISTRIBUTION			$2,675.00
	PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	2,675.00	
		Total For: PAPE MACHINERY INC		**$2,675.00**
Vendor: PIERCE AUTO CENTER				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
DEAL 6693	2026 JEEP COMPASS (3CNJDBN0TT179979))			$28,485.00
	CENTRAL SERVICES DEPARTMENT	CAPITAL VEHICLES	32,485.00	
	CENTRAL SERVICES DEPARTMENT	CAPITAL VEHICLES	(4,000.00)	
		Total For: PIERCE AUTO CENTER		**$28,485.00**
Vendor: PITNEY BOWES GLOBAL FINANCIAL SERVI				
02092026	8000-9090-1136-9332 - POSTAGE REFILL - FEB 2026 (FY26)			$553.00
	CENTRAL SERVICES DEPARTMENT	POSTAGE	553.00	
		Total For: PITNEY BOWES GLOBAL FINANCIAL SERVI		**$553.00**
Vendor: PROTHMAN COMPANY				
2026-9216	PW: DEPUTY DIRECTOR RECRUITMENT SERVICES			$5,500.00
	PUBLIC WORKS ADMINISTRATION	OTHER PROF SERVICE - HUMAN RESOURCES	5,500.00	
		Total For: PROTHMAN COMPANY		**$5,500.00**
Vendor: QUENTIN DUCKEN				
PER DIEM T009	PER DIEM T0098 - VACTOR TRUCK INSPECTION - CHICAGO IL			$163.00
	WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	163.00	
		Total For: QUENTIN DUCKEN		**$163.00**
Vendor: RECREATION UNLIMITED, INC				
1333928	PARKS: PINE ST. BASKETBALL HOOPS (8) GLASS BACKBOARD			$23,349.60
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	99.80	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	49.90	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	49.90	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(99.80)	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(49.90)	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(49.90)	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(125.00)	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(62.50)	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	(62.50)	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	400.00	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	200.00	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	200.00	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	11,399.80	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	5,699.90	
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	5,699.90	
		Total For: RECREATION UNLIMITED, INC		**$23,**
Vendor: RON PATTERSON				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
PATTERSON 10	RON PATTERSON RV PARK REFUND			$50.00
	UNCLASSIFIED	CUSTOMER CREDITS	50.00	
		Total For: RON PATTERSON		**$50.00**
Vendor: SEACREST GROUP				
526070.B	WWTP: CHRONIC BIOMONITORING TEST			$2,945.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	2,945.00	
		Total For: SEACREST GROUP		**$2,945.00**
Vendor: SEW PRO 2				
3548-49	FIRE: HEM UNIFORM PANTS - K. AMBOREBIETA			$18.00
	FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	18.00	
3548-50	FIRE: HEM UNIFORM PANTS - S. WOLF			$18.00
	FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	18.00	
3548-48	FIRE: HEM UNIFORM PANTS - T. TOUSSAINT			$18.00
	FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	18.00	
		Total For: SEW PRO 2		**$54.00**
Vendor: SIMCO DEVELOPMENT GROUP				
PAY APP - 13	LIFT STATION REPL. CITY BEACH AND EXXON - RETAINAGE RELEASE			$65,013.62
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	14,999.73	
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	47,860.00	
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,153.89	
		Total For: SIMCO DEVELOPMENT GROUP		**$65,013.62**
Vendor: SOUTH FORK HARDWARE (PARKS)				
423016	PARKS: NUTS & BOLTS FOR MOWER			$3.80
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	3.80	
423157	PARKS: BOLTS FOR FOR KUBOTA MOWER DECK			$21.17
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	21.17	
423135	JER: FLAG - TURNBUCKLES (2) & NUTS & BOLTS (122)			$116.58
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	116.58	
		Total For: SOUTH FORK HARDWARE (PARKS)		**$141.55**
Vendor: SOUTH FORK HARDWARE (PUB WKS)				
423393	WTP: BRASS FITTING & 1 /2' SS CLAMP			$21.58
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	21.58	
423820	ST: GORILLA TAPE & SUPER GLUE (ST. LIGHTS)			$20.27
	STREET MAINTENANCE DIVISION	STREET LIGHTING SUPPLIES/EQUIPMENT	20.27	
		Total For: SOUTH FORK HARDWARE (PUB WKS)		**$**
Vendor: UNIFORMS 2 GEAR INC				

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
INV/2026/01/013	SPD: OEDEWALDT - PT POST CLOTHING			$95.80
	POLICE DEPARTMENT	UNIFORM & CLOTHING	95.80	
		Total For: UNIFORMS 2 GEAR INC		**$95.80**
Vendor: UPS				
00005616F6056	ST: SHIPPING FOR RADIO REPAIRS (SPECMO)			$48.39
	STREET MAINTENANCE DIVISION	POSTAGE	48.39	
		Total For: UPS		**$48.39**
Vendor: USA BLUE BOOK				
INV00965826	WWTP: NITRILE GLV (5) LDPE 1 QT (4) & PH ELECTRODE SOL			$234.72
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	234.72	
		Total For: USA BLUE BOOK		**$234.72**
Vendor: VCA NORTH IDAHO ANIMAL HOSPITAL				
5381666851	SPD K9: HUNTER VACCINATIONS 2/9/2026			$200.20
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	200.20	
		Total For: VCA NORTH IDAHO ANIMAL HOSPITAL		**$200.20**
Vendor: WASTE MANAGEMENT OF IDAHO INC				
62500-95006 FE	REFUSE AND WASTE CHRGS FEB 2026 - FY26			$53,390.66
	SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	53,390.66	
		Total For: WASTE MANAGEMENT OF IDAHO INC		**$53,390.66**
Vendor: WELCH COMER & ASSOCIATES INC				
44050030-001	DT REVITALIZATION ENG SERVE 11/16/25 THRU 12/20/25			$24,447.87
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	24,447.87	
44050030-002	DT REVITALIZATION ENG SERVE 12/21/25 THRU 01/17/2026			$37,598.65
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	37,598.65	
		Total For: WELCH COMER & ASSOCIATES INC		**$62,046.52**
Vendor: WILLIAMS SCOTSMAN INC				
9025627314	WWTP: MODULAR RENTAL 02/19/2026-03/18/2026 (FY26)			$1,211.43
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	785.40	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	19.64	
	WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	206.26	
	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,**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: WM CORPORATE SERVICES, INC.				
0244177-1827-7	CITY PROPERTY REFUSE/WASTE CHARGES JAN'26			$3,240.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	720.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	600.00	
	WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	200.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	600.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	600.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	40.00	
	PUBLIC WORKS ADMINISTRATION	DISPOSAL (GARBAGE) SERVICES	240.00	
	WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	240.00	
		Total For: WM CORPORATE SERVICES, INC.		**$3,240.00**
Vendor: WOOD'S CRUSHING & HAULING INC				
58491	ST: SNOW HAUL JAN'26 (49.5 HOURS 8 TRUCKS)			$7,672.50
	STREET MAINTENANCE DIVISION	SERVICES - SNOW PLOWING	7,672.50	
58418	ST: BRUSH/LEAF DUMPED JAN'26 (68 YARDS)			$816.00
	STREET MAINTENANCE DIVISION	DISPOSAL (GARBAGE) SERVICES	816.00	
		Total For: WOOD'S CRUSHING & HAULING INC		**$8,488.50**

Payables Grand Total: $355,771.10

City of Sandpoint Payroll Breakdown for FEBRUARY 2026

Employee Benefit Compensation Export

From 02/01/2026-02/28/2026

WAGES Total Employer Amount	MEDICAL Total Employer Amount	DENTAL Total Employer Amount	SUPPLEMENTAL Total Employer Amount	TAXES Total Employer Amount	RETIREMENT Total Employer Amount	Employer Total
551,942.52	108,437.04	4,275.00	10,939.92	35,896.36	73,440.79	784,931.63

OUT OF CYCLE EFT PAID

VENDOR NAME	CHECK #	REASON OUT OF CYCLE	LINE ITEM AMOUNT	CHECK AMOUNT
Wells Fargo P Card Adjustment	ETF # 1318	Amazon Return Adjustment	$0.01	$0.01

OUT OF CYCLE CHECK TOTAL $0.01

Grand Total: $1,140,702.74

Councilor Signature: _____ Date: _____

Councilor Name: **KYLE SCHREIBER**

NOTICE OF PUBLIC HEARING

Item # 7.

Notice is he[illegible]at Sandpoint C[illegible]ill hold a publi[illegible]ng their meeting on February 4, 2026, scheduled to begin at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to take public testimony as Council considers a proposal to amend the City's current adopted Fee Schedule to add a new application fee of five hundred dollars ($500.00) associated with the City's Commercial Property Assessed Capital Expenditure (C-PACE) Program, pursuant to Idaho Code §63-1311A, which requires a hearing at a public meeting when a city considers imposition of any new fee.

Seating in Council chambers is available on a first-come, first-served basis. The overflow areas outside chambers will accommodate additional attendance, with live meeting video and audio provided. For public hearings/public comment periods, those who may not be able to be seated within chambers will be allowed entrance to the room and given the opportunity to speak from the podium.

Any written testimony to be considered at this meeting must be delivered to City Hall or by email to cityplanning@sandpointidaho.gov before 5:00 p.m. on Wednesday, January 28, 2026.

To request special accommodation to view the application files or participate in the above-noticed meeting, contact the City via the email address or phone number stated ab[illegible]ater than two (2) busi[illegible]s prior to the date of the[illegible]

Legal#7604 AD#45105
January 20, 27, 2026

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AMENDING CITY FEES SCHEDULE TO ADD COMMERCIAL PROPERTY ASSESSED CAPITAL EXPENDITURE (C-PACE) PROGRAM APPLICATION FEE

WHEREAS: On December 17, 2025, following a staff presentation and Council discussion, the Sandpoint City Council authorized establishment of a local Commercial Property Assessed Capital Expenditure (C-PACE) program;

WHEREAS: On February 4, 2026, under Resolution 26-006, following a duly-noticed public hearing Council established a City of Sandpoint C-PACE program pursuant to Idaho Code Title 67, Chapter 38, within the City's corporate limits, adopted the program guidebook, designated the Planning and Community Development Director or designee as the program administrator, authorized assessments and liens, provided for a direct-pay model and delegated enforcement and that the City has no financial obligation as pertains to this program; and

WHEREAS: This resolution is now presented in coordination with and follow-up to Resolution 26-006 for specific approval and implementation of the C-PACE fee, as described in the notice published for the February 4 public hearing, and amendment of the current City Fees Schedule.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby approves the adoption of the C-PACE fee in the amount of $500 and directs amendment of the 2025-2026 City Fees Schedule to reflect this new fee.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

New Business topics on the agenda or other general matters not relevant to the business of the City of Sandpoint.

Consent Calendar

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 Ruehle, Seconded by Councilor Schreiber.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

4. The bills presented were approved for payment in the amount of $535,176.07 for regular payables.
5. **Resolution 26-007** Approving First Amendment to Custodial Services Contract with ASAP Services, Inc. (City Agreement A25-1940-1)
6. **Resolution 26-008** Approving Purchase Order 26-1740 to Pierce Auto Center for 2026 Ram 3500 Tradesman
7. **Resolution 26-009** Approving Purchase Order 26-1752 to Pierce Auto for City Hall Vehicle

Old/Unfinished Business

10. Project Update: Downtown Revitalization Phase 3 - Draft Basis of Design

    Matthew Gillis, P.E., Vice President of Welch-Comer Engineers & Surveyors, contracted City consultant, provided a presentation on the Downtown Revitalization Phase 3 Project and, along with City Project Manager Erik Bush, fielded questions from Council members. Information only; no Council action.

Public Hearing

8. New James E. Russell Sports Center Membership Pause and Reactivation Fees

   Mayor Grimm announced that the purpose of the hearing was to take testimony from the public as Council considers adding new fees to the City's fee schedule that would allow members of the James E. Russell Sports Center to pause and reactivate their membership.

   Community Planning and Development Director Jason Welker provided a presentation and fielded questions from the Councilors.

   Mayor Grimm recited rules and procedure and then opened the hearing. No one testified, and the Mayor closed the public hearing.

9. Proposed Resolution: Amending City Fees Schedule to add James E. Russell Sports Center Membership Pause and Reactivation Fees

   Following Council deliberation, Councilor Schreiber made a motion to amend the proposed fee for pausing membership to reflect a tiered structure, where City of Sandpoint residents are paying less than those who do not reside within city limits, with the tiers reflecting $5 for City residents, $10 for Bonner County residents, and $15 for members who reside outside Bonner County, and to set the reactivation fee at twice the cost of the monthly charge for an annual membership. The motion was seconded by Councilor Duquette.

   Following additional deliberation and input from staff, Councilor Schreiber amended his motion to configure the pause fee tiers as follows: $10 for City residents, $15 for Bonner County residents, and $20 for members who reside outside Bonner County. (No amendment to the portion of the motion setting the reactivation fee at twice the cost of the monthly charge for an annual membership.) Councilor Duquette seconded the amendment to the motion, and, with no vote necessary to approve this amendment, Council voted unanimously to approve these changes to the proposal that had been presented.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette, Councilor Tate, Councilor Torrez

On the advice of City Attorney Fonda Jovick, with substantive changes to the resolution that had been provided in the meeting packet, a revised resolution reflecting these fees as modified and approved by Council will be presented for approval at the next meeting.

Following conclusion of this item, Mayor Grimm recessed the meeting for a brief break at 7:04 p.m., reconvening at 7:10 p.m.

Old/Unfinished Business - *continued*

11. **Ordinance 1436** Residential Zoning

The Mayor announced that, next, Council would revisit a proposed ordinance repealing and replacing Sandpoint City Code 9-1-3 and Title 9, Chapter 4, Residential Zoning, Sections 1 through 6, where Council approved the amendments during their January 21, 2026, regular meeting but declined to consider the ordinance for codification that was presented at the following meeting on February 4, instead voting to postpone until such time as the City's Stormwater Master Plan is complete and directing staff to prepare a report to explore the opportunity of using the proposed standards as a density bonus for workforce and affordable housing. The Mayor then yielded the floor to Councilor Tate, who requested the addition of this item to the agenda, with the Councilor explaining that he voted to postpone adoption of this ordinance at the February 4 meeting due to procedural confusion and that he supports these code amendments as evidenced by his vote to approve them at the January 21 meeting.

The Mayor then asked the Clerk to read aloud the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPEALING AND REPLACING SANDPOINT CITY CODE TITLE 9, CHAPTER 1, SECTION 3, AND TITLE 9, CHAPTER 4, SECTIONS 1 THROUGH 6; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Councilor Ruehle made a motion that the Ordinance pass its first reading by title only and that the Summary is approved, seconded by Councilor Aispuro.

Prior to a vote on the motion, there were remarks from Councilors Schreiber and Duquette, supporting Council's February 4 decision to postpone adoption of the ordinance. Additionally, Mayor Grimm fielded a question from Councilor Torrez, with information also provided by City Planner Bill Dean.

Ms. Jovick clarified that adoption of the ordinance was simply Council’s technical conclusion of the passing of the code changes they already approved on January 21. In order to, in essence, re-litigate the question of whether Council approves of these changes would have required a reconsideration of the underlying action. A Councilor has every right to vote against an ordinance that simply seeks to codify amendments that same Councilor already voted in favor of at a prior meeting, but the reason or reasons for any such change in vote must be stated for the record. In this instance, Councilors Schreiber and Duquette voted against the code amendments when they were presented on January 21 and have a right to continue to make that record to support their “no” vote when the actual ordinance is presented for consideration, but, for the other four Councilors who voted to approve the amendments, absent the articulation of a statement as to the reason for a change in vote, they are obligated to vote “yes” to now adopt the ordinance.

A vote on the motion for passage of the Ordinance's first reading by title only and approval of the Summary resulted as follows:

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AMENDING CITY FEES SCHEDULE TO ADD JAMES E. RUSSELL SPORTS CENTER (JERSC) MEMBERSHIP PAUSE AND REACTIVATION FEES

WHEREAS: Current James E. Russell Sports Center (JERSC) annual members are unable to pause their membership if there is a month or multiple consecutive months when they are unable to utilize their membership, in which case, members must either continue paying their annual membership fee on a monthly basis or cancel their membership altogether;

WHEREAS: Cancelation of an annual membership, with no option to pause it, deprives the facility of needed revenue and creates a barrier to a member's ability to return to the facility when they wish to resume play;

WHEREAS: A "pause" fee would allow JERSC members to maintain their membership while traveling or living seasonally out of the area;

WHEREAS: A "reactivation" fee would allow members who have paused their membership to reactivate when they are ready to begin using their membership again;

WHEREAS: Following a duly-noticed public hearing and review of these proposed fees during their February 18, 2026, meeting, City Council approved a tiered pause fee structure, where City of Sandpoint residents would pay $10, Bonner County residents who do not reside in city limits would pay $15, and members who do not reside in Bonner County would pay $20;

WHEREAS: For the reactivation fee, City Council approved setting it at twice the cost of the monthly charge for an annual membership; and

WHEREAS: Any member who allows their membership expire or lapse or cancels their membership without opting for the pause fee will be required to pay the reactivation fee when they rejoin as a member of the facility.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby approves the adoption of the James E. Russell Sports Center Membership Pause and Reactivation Fees and directs amendment of the 2025-2026 City Fees Schedule to reflect these new fees.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 23, 2026

MEETING DATE: March 4, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director; Bill Dean, Deputy Director/City Planner, Community Planning and Development Department.

SUBJECT: PS20-0003 / PFP25-0002: University Park Place Subdivision - Phase 4 - First Amendment to Development Agreement (Instr. No. 991044) and Phase 4 Final Plat

APPLICATION DESCRIPTION AND BACKGROUND:

The applicant, M&W Holdings, LLC, requests City Council approval of (1) a First Amendment to the Development Agreement recorded as Instrument No. 991044, and (2) the University Place Subdivision, Phase 4 Final Plat. The Final Plat cannot be found compliant unless the Development Agreement is first amended to align the recorded conditions with the current development status and the improvements constructed for Phase 4. This item was previously scheduled for Council consideration but was removed from the agenda to allow staff and the applicant to resolve Development Agreement compliance issues prior to returning to Council.

On November 4, 2020, City Council approved with conditions the preliminary plat for the University Place Subdivision (PS20-0003). On December 2, 2020, City Council approved a development agreement to formalize conditions of approval, including required infrastructure improvements. The development agreement originally applied jointly to two property owners; subsequent to approval, the agreement was separated as applicable to each owner and their successors. The development agreement applicable to the Phase 4 property was recorded on September 3, 2021 (Instrument No. 991044).

University Place Phase 4 is a 4-lot subdivision located on the east side of North Boyer Avenue, south of the recently platted University Place Phase 2A and north of and abutting the BNSF rail line. Phase 4 was originally within the broader University Place preliminary plat approval. Subsequent to preliminary plat approval, the Phase 4 area was rezoned from Residential Single-Family (RS) to Residential Multi-Family (RM) on November 2, 2022. The PUD and preliminary plat that were later approved for Phase 4 expired; the original preliminary plat remains valid, and the RM zoning does not expire. The Final Plat for Phase 4 has been reviewed by City staff and determined to be in substantial conformance with the approved preliminary plat.

Public infrastructure for Phase 4 was constructed under Infrastructure Permit P2021-0729, which authorizes roadway, curb, sidewalk, and related right-of-way improvements for Phase 4 and incorporates approved-for-construction plans by the Engineer of Record.

The Engineer of Record provided certification dated November 17, 2025 that water, sewer, roadway, curb, gutter, and sidewalk improvements were constructed in accordance with the approved plans.

The recorded Development Agreement included infrastructure and frontage improvement obligations that were premised, in part, on a proposed Planned Unit Development and higher-density development scenario that did not ultimately proceed. Additionally, after updated traffic analysis and a reduced improvement scope were accepted administratively, the Development Agreement was never amended by City Council to reflect that updated scope and timing. As a result, staff previously could not recommend Phase 4 Final Plat approval because the Final Plat must be consistent with the recorded Development Agreement conditions.

The proposed First Amendment aligns the original Development Agreement with the approved preliminary plat and the current development status for Phase 4. In summary, the amendment clarifies that CC&Rs and HOA formation are not required for Phase 4 because the approved plat does not include shared private facilities; confirms that the North Boyer Avenue frontage improvements completed to date satisfy obligations associated with the trip generation under the approved preliminary plat; removes PUD-based assumptions that are no longer applicable; and preserves the City's authority to require additional mitigation if future development applications increase density or trip generation beyond what was contemplated under the approved preliminary plat. All other terms of the original Development Agreement remain in full force and effect.

Because the Final Plat must be consistent with the recorded Development Agreement, Council action is requested on the amendment first, followed by Final Plat approval contingent upon execution and recordation of the Development Agreement amendment.

PROCEDURAL REQUIREMENTS AND STANDARDS FOR FINAL PLATS:

The Local Land Use Planning Act (LLUPA) requires local governments to adopt local ordinances providing "for standards and for processing of applications for subdivision permits under Idaho Code Sections 50-1301 to 50-1329." In accordance with LLUPA, the City of Sandpoint's subdivision regulations are codified in Title 10 of Sandpoint City Code. The City follows a two-step subdivision review process - a preliminary plat review and a final plat review. This process ensures that proposed subdivisions comply with local, state, and federal standards and that all required public infrastructure is properly designed and constructed before new lots are created and sold.

Preliminary plats generally set forth the basic information (layout) to determine if the subdivision plan generally complies with the applicable requirements. Public comments and deliberation regarding a proposed project's layout occurs during the preliminary plat process and during public hearings. Once a preliminary plat is approved, developers are permitted to apply for and obtain a Public Infrastructure Permit that details and implements the engineering plans and specifications related to the conceptual infrastructure shown on the Preliminary Plat. The Public Infrastructure Permit is the city's administrative permit used to manage the review and approval of the improvement plans related to public infrastructure required by SCC 10-1, Subdivision and New development Standards and Regulations. Upon approval of the Public Infrastructure Permit, the developer may begin constructing required public infrastructure, including streets, utilities, and drainage improvements, consistent with the approved plans.

Upon completion of constructing the required public infrastructure, the property owner engages a licensed professional surveyor to generate the final plat. The final plat serves as the legal document to be recorded with Bonner County and reflects the as-constructed conditions of the subdivision, including lot boundaries, easements, and dedications. Property owners are required to return to City Council for approval of the final plat which serves as a confirmation and verification step that the subdivision was constructed in accordance with the preliminary plat. Upon approval by City Council a final plat can be recorded. Once approved, the streets and utilities are accepted by the City and become publicly-owned, and the developer may sell lots and property owners/contractors may apply for building permits on the new legal lots.

To be eligible for recordation, the face of the final plat must contain the following certificates and approvals:

- Certification by owner, including a legal description, certification of ownership of the property, dedication of easements shown on the plat (if applicable), and reference to any Conditions, Covenants, and Restrictions (CCRs) (if applicable).
- Certification by the professional land surveyor that the plat drawing is correct and in compliance with applicable state and local laws.
- Certification by the local health district describing sanitary restrictions on the new lots.
- Certification of approval from the local highway district of public streets, alleys and easements for public maintenance (the Independent Highway District retains jurisdiction over public rights-of-way within the City of Sandpoint, while the City is responsible for maintenance under a memorandum of understanding agreement).
- Certification of approval by the City Engineer and City Planning Director.
- Certification of approval by the Bonner County Surveyor.
- Certification by the Bonner County Treasurer of the tax status of the property.

Prior to bringing a final plat before City Council, City staff inspect the completed construction (under the public infrastructure permit), review the surveyor's final plat, and verify compliance with the conditions of approval placed on the preliminary plat approval, and any development agreement (if applicable). City Code requires that the final plat be in substantial conformance with the preliminary plat. The definition of the term "substantial" means "*essentially; without material qualification; in the main; in substance, materially; in substantial manner. About, actually, competently, and essentially*." The final plat is also reviewed against the preliminary plat to ensure that the number of lots, general size of the lots, right-of-widths, and similar standards are consistent with that proposed during the preliminary plat process.

Additionally, the public infrastructure must be substantially complete, as determined by the City Engineer. City staff review the improvements to ensure that (a) City services (water, sewer, storm drainage, etc.) are fully functioning in conformance with the approved plans, and (b) the right-of-way is code and standards-compliant, providing adequate access for the public and emergency services. It is common that a portion of the work is not 100% complete by the City at time a property owner seeks approval of a final plat; such infrastructure typically includes sidewalks, removal of temporary erosion measures, planting of trees, etc. So long as the above criteria is met, as determined by the City Engineer, and the remaining work is bonded for in compliance with SCC Chapter 10, a final plat may be approved on the basis it is "substantially" conforming and complete.

The University Place project has a development agreement, which establishes additional requirements prior to approval of any final plat, as described in the staff report below

COMPLIANCE WITH CITY CODES AND DEVELOPMENT AGREEMENT REQUIREMENTS:

<u>Preliminary Plat Compliance and Status of Development at University Place</u>:

The Preliminary Plat awas approved by City Council on November 4, 2020 (Application PS20-0003). The 75-acre, 152-lot development approved with the Preliminary Plat contemplated several phases of development: Phases 1, 2, 3, and 4. Lotting for individual home sites for Phases 1-3 were known at the time of Preliminary Plat approval. Phase 4 was shown as creating 4 lots, and the record (staff report page 2 from 11/4/2020 public hearing) characterizes a developer intention to pursue commercial development on one (Lot 1) of the four lots on Phase 4, while pursuing multifamily development in the future on the balance of Phase 4. At the time of Preliminary Plat approval, the record does not indicate specific, small-lot home sites for Phase 4.

Phase 1 has been developed, Phase 2 has proceeded in sub-phases 2a and 2b with a portion of Phase 2a developed. Phase 3 Final Plat was approved by City Council on December 3, 2025 and applications for building permits are pending for a portion of Phase 3. Subsequent to approval of the Preliminary Plat, the Phase 4 area was rezoned from Residential Single-Family (RS) to Residential Multi-Family (RM) on November 2, 2022 by City Council. At the same time, a Planned Unit Development (PUD)

permit and a Preliminary Plat were approved. Such involved small-lot development and multi-family development with public park amenities within the Phase 4 area. The PUD and Preliminary Plat specific to Phase 4 expired, leaving the original Preliminary Plat in place (has not expired) as well as the RM zoning, which does not expire. The final plat for Phase 4 has been reviewed by City staff and determined to be in substantial conformance with the approved Preliminary Plat approved by City Council on December 2, 2020.

Zoning Compliance:

The final plat has been reviewed by City staff and determined to be in substantial conformance with the RM zone district lot dimensional standards. Each of the four (4) lots being created exceeds the Residential Multi-Family (RM) Zone district minimum lot size of 5,000 square feet and 50 feet of frontage on a public street.

University Place Phase 4 Final Plat		
Block/Lot Number	**Lot Size**	**Lot Frontage**
Block 1/Lot 1	6.38 acres	765 ft
Block 2/Lot 1	1.01 acres	240 ft
Block 2/Lot 2	4.26 acres	307 ft
Block 2/Lot 3	1.26 acres	396 ft

All lots front either on North Boyer Avenue or the newly installed streets E. Ebbett Way and Herring Avenue. While development on any of these sites may occur on the lot sizes being created with this final plat, provided such development meets the land use and development standards of the RM zone district and other city regulations related to land development, such as provision of utilities and compliance with storm-drainage requirements, the property owner has indicated to staff that further subdivision of these lots may occur. Further subdivision, however, is not required (e.g multi-family development on one or more lots configured as rental/apartment units).

Compliance with The Preliminary Plat (PS20-0003) Conditions of Approval:

The conditions of approval placed on the Preliminary Plat were approved by City Council as contained within the development agreement; they are listed within the development agreement under section 12 and referred to as the “Required Infrastructure Improvements”. Following is a summary of each condition of approval from the DA (Instrument # 991044) and a compliance statement.

12 a) Detailed analysis to occur throughout the subdivision process, which may result in revisions necessary at the time of construction improvement (infrastructure) plans.

> Compliance: Completed during Public Infrastructure Permit review; plans prepared and stamped by licensed engineers Sott Brown and Ryan Luttman; infrastructure constructed under and P2021-0729.

12 b) The 20’ wide utility and emergency exit easement shown on the preliminary plat (sheet 4) shall also contain a publicly dedicated pedestrian easement which shall include a minimum 10’ wide paved path to provide connection between what is shown to be both legs of S. Sand Creek Lane. If final utility plans necessitate access for maintenance, the access shall be capable of accommodating City maintenance vehicles.

> Compliance: This is a requirement (unmet) for Phase 2 because the land involved with this pathway is on Phase 2, not in Phase 4.

12 c) An updated trip generation letter is required for any future rezone, and any mitigation beyond that stated in the DA may be required, including northbound right onto N. Boyer from the project entrance and/or from E. Ebbett Way.

Compliance: Rezoning took place in 2022; no further mitigation is necessary in order to approve this Final Plat.

12 d) Developer shall make improvements to N. Boyer as follows:

1) Eastern portion of N Boyer right of way along frontage to be improved under a City-issued permit prior to certificates of Occupancy for Phase 2, but no later than 12/21/25 (part of Phase 2).

Compliance: In 2022, the developer provided updated traffic analysis supporting a reduced improvement scope, which was accepted administratively. The proposed First Amendment formally aligns the Development Agreement with this revised scope by stating that the requirement to reconstruct the eastern portion of the North Boyer Avenue right-of-way is now satisfied for the trip generation associated with the approved preliminary plat. The City accepts the improvements completed to date as sufficient for Phase 4 approval.

2) Frontage Improvements to include a 6-foot tall non-vinyl fence along N. Boyer block 8, lots 1-3 (part of Phase 2).

Compliance: No Final Plat has been submitted for block 8, lots 1-3, nor have building permits been sought for these lots. The proposed First Amendment clarifies that this requirement is not applicable to Phase 4.

3) The City is responsible for the snow removal on the shared pathways.

Compliance: This is an ongoing operational commitment by the City.

12 e) All lots subject to all current requirements in place at time of permit application.

Compliance: Ongoing compliance, City ensures necessary permits are required and fees paid in accordance with City regulations.

12 f) Developer shall maintain compliance with Unites States Environmental Protection Agency's Construction General Permit (CGP) throughout development.

Compliance: Compliance verified under permit no.P2021-0729. Site is stabilized.

12 g) Developer and/or owner shall pay development impact fees in place at time of permit issuance, prior to issuance of building permits.

Compliance: Ongoing compliance, City ensures necessary permits are required and fees paid in accordance with City regulations, including recently updated development impact fees.

12 h) In event developer does not move forward with a Final Plat, developer shall provide the City with a 30-foot wide utility easement in order to maintain any functionally complete and accepted Required Public Infrastructure.

Compliance: Developer applied for and obtained a Final Plat for Phase 1 and a portion of Phase 2.

12 i) Developer shall not be responsible for additional off-site improvements beyond the terms of this development agreement unless the actual or estimated average daily trips (ADT) (weekday or weekend) exceeds the number of trips included in the developer's final Trip Generation and Distribution letter; future land use actions may require submission of a current TGDL.

Compliance: No exceedance has been identified.

12 j) Developer shall maintain all stormwater conveyance and treatment systems, in accordance with the Stormwater Permit issued by the City, in perpetuity, and shall transfer such maintenance to future, individual property owners and/or another entity by executing subdivision CCRs.

Compliance: Phase 4 has no shared stormwater facilities. The proposed First Amendment clarifies that because the approved plat lacks shared conveyance systems, the requirement to execute CCRs is not applicable to Phase 4. Future development must meet Title 11, Chapter 3

12 k) Developer shall confirm capacity to City of existing sewer lift station and upgrades as specified below:

1) Upsizing not anticipated to be necessary, but developer shall be responsible in event upsizing is deemed necessary, as determined by the City Engineer.

Compliance: City Engineer has determined compliance to date.

12 l) Developer shall demonstrate compliance with wetland requirements.

Compliance: Wetland delineated on Preliminary Plat adjacent to Phase 1-3. Wetlands study dated April, 2020 does not indicate a wetland on Phase 4, demonstrating compliance.

12 m) Developer shall apply for and obtain street names from Bonner County.

Compliance: Developer has obtained street names from Bonner County for Phase 4.

12 n) Prior to any Final Plat, developer shall demonstrate the creation of a Homeowner's Association (HOA) to ensure long-term maintenance of private park, path, structure, and storm drain facilities. Such demonstration shall include Articles of Incorporation, By-laws, and CCRs for the HOA.

Compliance: The proposed First Amendment establishes that this section is not applicable to Phase 4. The developer is not required to demonstrate the creation of an HOA for approval of the current plat. Final plat will be updated with a note as such.

As demonstrated above, The required Public Infrastructure Improvements for Phase 4 have been substantially completed, as of November 17, 2025 (Attachment 2 – Certification Letter).

The name of the preliminary plat and development agreement were approved as "University Park Subdivision." Bonner County determined that this name is not available and therefore, the final plat (Attachment 3) has been renamed "University Place Subdivision, Phase 4." Bonner County Surveyor review comments have been incorporated into the final plat.

The substantial completion and acceptance of the Required Infrastructure Improvements enables final plat approval.

Upon approval of the final plat by City Council and prior to recording of the final plat, the following shall be completed:

1. Obtain required signatures;
2. Record utility easement; and,
3. Acceptance of two-year warranty bond by the City;

STAFF RECOMMENDATION:

Approve the First Amendment to the Development Agreement (Instrument No. 991044) as presented; and approve the University Place Subdivision, Phase 4 Final Plat, contingent upon execution and recordation of the Development Agreement amendment and completion of standard plat recordation requirements described above.

ACTION:

Per City Code, Title 10, Chapter 1-8(E), "The council may hold a public hearing on a final plat if requested by the planning director, mayor or city council. The city council shall approve, approve with conditions, refer the matter back to the planning commission, or deny the final plat. A written reasoned decision shall be prepared reflecting the city council's decision."

The City Council hereby finds that the First Amendment to the Development Agreement (Instrument No. 991044) is consistent with the approved Preliminary Plat, applicable provisions of Sandpoint City Code, and the public interest, and therefore approves the Amendment.

The City Council further finds that, upon approval of the Development Agreement Amendment, the University Place Subdivision, Phase 4 Final Plat conforms with all applicable standards of the Sandpoint City Code and the terms and conditions of the approved Preliminary Plat and the Development Agreement noted above and attached and is therefore approved without further comment or conditions. The Final Plat is therefore approved, contingent upon execution and recordation of the First Amendment to the Development Agreement and completion of all standard plat recording requirements.

WILL THERE BE ANY FINANCIAL IMPACT? Yes; the City of Sandpoint is responsible for the maintenance of the public infrastructure. The additional revenues associated with future development of the new lots will be incorporated into future annual budgets (revenue and expenses). **HAS THIS ITEM BEEN BUDGETED?** N/A

ATTACHMENTS:

1. Proposed First Amendment to Development Agreement (Instrument No. 991044)
2. Development Agreement (Instrument No. 991044)
3. Request for Revision Letter - Development Agreement (Instrument No. 991044)
4. Public Infrastructure Permit P2021-0709
5. Engineer of Record’s Certification Letter
6. University Place, Phase 4 Final Plat

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: UNIVERSITY PLACE SUBDIVISION PHASE 4 FIRST AMENDMENT TO DEVELOPMENT AGREEMENT (INSTR. NO. 991044) AND PHASE 4 FINAL PLAT

WHEREAS: On November 4, 2020, City Council approved with conditions the preliminary plat for the University Place Subdivision (PS20-0003), and on December 2, 2020, City Council approved a development agreement to formalize conditions of approval, including required infrastructure improvements;

WHEREAS: The development agreement originally applied jointly to two property owners; subsequent to approval, the agreement was separated as applicable to each owner and their successors and the development agreement applicable to the Phase 4 property was recorded on September 3, 2021 (Instrument No. 991044);

WHEREAS: University Place Phase 4 is a 4-lot subdivision located on the east side of North Boyer Avenue, south of the recently platted University Place Phase 2A and north of and abutting the BNSF rail line where Phase 4 was originally within the broader University Place preliminary plat approval;

WHEREAS: Subsequent to preliminary plat approval, the Phase 4 area was rezoned from Residential Single-Family (RS) to Residential Multi-Family (RM) on November 2, 2022;

WHEREAS: The PUD and preliminary plat that were later approved for Phase 4 expired, with the original preliminary plat and RM zoning remaining valid;

WHEREAS: The Final Plat for Phase 4 has been reviewed by City staff and determined to be in substantial conformance with the approved preliminary plat;

WHEREAS: Public infrastructure for Phase 4 was constructed under Infrastructure Permit P2021-0729, which authorizes roadway, curb, sidewalk, and related right-of-way improvements for Phase 4 and incorporates approved-for-construction plans by the Engineer of Record, with the Engineer providing certification dated November 17, 2025;

WHEREAS: The recorded Development Agreement included infrastructure and frontage improvement obligations that were premised, in part, on a proposed Planned Unit Development and higher-density development scenario that did not ultimately proceed;

WHEREAS: After updated traffic analysis and a reduced improvement scope were accepted administratively, the Development Agreement was never amended by City Council to reflect that updated scope and timing, resulting in staff unable to recommend Phase 4 Final Plat approval due to the fact

that the Final Plat must be consistent with the recorded Development Agreement conditions;

WHEREAS: At this time, First Amendment aligns the original Development Agreement with the approved preliminary plat and the current development status for Phase 4, with the amendment clarifying that CC&Rs and HOA formation are not required for Phase 4 because the approved plat does not include shared private facilities, confirming that the North Boyer Avenue frontage improvements completed to date satisfy obligations associated with the trip generation under the approved preliminary plat, removing PUD-based assumptions that are no longer applicable, and preserving the City's authority to require additional mitigation if future development applications increase density or trip generation beyond what was contemplated under the approved preliminary plat;

WHEREAS: All other terms of the original Development Agreement remain in full force and effect; and

WHEREAS: Because the Final Plat must be consistent with the recorded Development Agreement, Council action is requested on the amendment first, followed by Final Plat approval, contingent upon execution and recordation of the Development Agreement amendment.

NOW, THEREFORE, BE IT RESOLVED THAT: The City Council hereby finds that the First Amendment to the Development Agreement (Instrument No. 991044), a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is consistent with the approved Preliminary Plat, applicable provisions of Sandpoint City Code, and the public interest, and is therefore approved.

BE IT FURTHER RESOLVED THAT: The City Council finds that, with approval of the aforementioned Development Agreement Amendment, the University Place Subdivision Phase 4 Final Plat conforms with all applicable standards of Sandpoint City Code, the terms and conditions of the approved Preliminary Plat, and the Development Agreement noted above and attached and is therefore approved without further comment or conditions, contingent upon execution and recordation of the First Amendment to the Development Agreement and completion of all standard plat recording requirements.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT UNIVERSITY PLACE SUBDIVISION

This **FIRST AMENDMENT TO DEVELOPMENT AGREEMENT** ("Amendment") is entered into this ____ day of _____, 2026, by and between the CITY OF SANDPOINT, an Idaho municipal corporation ("CITY") , and M&W HOLDINGS, LLC, an Idaho Limited Liability Company ("DEVELOPER").

WITNESSETH:

WHEREAS, the CITY and DEVELOPER entered into a Development Agreement recorded on January 11, 2021 as Instrument No. 973949, Records of Bonner County, Idaho (the "Original Agreement") pertaining to the University Place project; and

WHEREAS, the DEVELOPER recorded a version of the Original Agreement reflecting two separate entities owning and implementing the University Place project, recorded on September 3, 2021, as Instrument No. 991044, Records of Bonner County, Idaho (hereinafter referred to as the Amended and Restated Agreement"); and

WHEREAS, this First Amendment to the Amended and Restated Agreement acknowledges the validity of the Amended and Restated Agreement as that Agreement simply divided responsibilities and implementation between the then two separate property owners of the University Place project; and

WHEREAS, the Original Agreement and the Amended and Restated was conditioned upon Planned Unit Development (PUD) and higher-density development scenario that is no longer active; and

WHEREAS, the infrastructure conditions in the Original Agreement were based on anticipated development under the PUD; and

WHEREAS, the parties desire to amend the Amended and Restated Agreement pursuant to Section 11 to align the DEVELOPER's obligations with the approved preliminary plat for Phase 4 and current City Code; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree to amend the Amended and Restated Agreement as follows:

1. Amendment to Section 9: Covenants Run With the Land

The requirement for the immediate creation of CC&Rs is modified as follows:

The language in **Section 9** stating that "Previous to approval of any Final Plat (including any Sub-Phase) within this Subdivision, DEVELOPER will be required to create, submit and have approved a Declaration of Covenants, Conditions, and Restrictions" is hereby removed for Phase 4 of the subdivision.

The parties agree that CC&Rs are not required for the currently approved preliminary plat of Phase 4. Such requirements shall be reviewed and imposed if future development or land divisions create shared private facilities (such as shared storm drainage) as defined by City Code.

2. Amendment to Section 12: Conditions

The following subsections of **Section 12** are amended to reflect the actual development status:

Section 12.d.1 - The requirement for the DEVELOPER to "reconstruct the eastern portion of the North Boyer Avenue right-of-way" is satisfied for the trip generation under the approved preliminary plat. The CITY accepts the improvements completed to date as sufficient; no further reconstruction is required for Phase 4 unless triggered by future development applications, which are found through a technical traffic analysis to be required.

Section 12.d.2 - The requirement that the North Boyer Avenue frontage fence be "maintained in perpetuity by the HOA" is not applicable to Phase 4.

Section 12.j - This section is amended to clarify that since the approved plat lacks shared conveyance systems, the requirement to "transfer such maintenance... by executing subdivision covenants, conditions, and restrictions" is not applicable to Phase 4.

Section 12.n - This section is not applicable to Phase 4. The DEVELOPER is not required to demonstrate creation of a Home DEVELOPERS' Association, Articles of Incorporation, or By-laws for approval of the current plat.

3. All other terms, covenants, and conditions of the Original Agreement not expressly modified by this Amendment shall remain in full force and effect.

[Signature page follows.]

IN WITNESS WHEREOF, each party has signed this Agreement on the date stated below the party's signature.

IN WITNESS WHEREOF, the Mayor of the City of Sandpoint has executed this contract on behalf of CITY, the City Clerk has affixed the seal of the City of Sandpoint hereto, and DEVELOPER has caused the same to be executed the day and year first above written.

CITY OF SANDPOINT

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, Sandpoint City Clerk

State of ldaho)
ss.
County of Bonner)

On this ____ day of _____ in the year 20___ , before me, a Notary Public, personally appeared, Jeremy Grimm, whose name is subscribed to the within instrument and who is known to me to be the Mayor of the City of Sandpoint, Idaho, and to have the authority to execute the same on behalf of the City of Sandpoint, Idaho.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notary Seal the day and year in this certificate first above written.

_____
Notary Public: State of Idaho
My Commission expires:_____

(signature of DEVELOPER on following page)

DEVELOPER

Derek Mulgrew
M&W Holdings, LLC

_____

State of _____)
ss.
County of_____)

On this _____ day of _____, in the year 20____, before me, a Notary Public, personally appeared _____M&W Holdings, LLC, whose name is subscribed within instrument and who acknowledged to me that he has the authority to execute the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notary Seal the day and year in this certificate first above written.

_____
Notary Public: State of Idaho
My Commission expires:

Instrument # 991044
Bonner County, Sandpoint, Idaho
09/03/2021 10:25:19 AM No. of Pages: 25
Recorded for: JEREMY GRIMM
Michael W. Rosedale Fee: $85.00
Ex-Officio Recorder Deputy
Index to: MISC

DEVELOPMENT AGREEMENT
UNIVERSITY PLACE
SUBDIVISION

Unofficial Document

Recording requested by:
Jeremy Grimm on behalf of:
Derek Mulgrew DBA M&W Holdings LLC

614 Creekside Lane
Sandpoint, Idaho 83864

When recorded return to:
CITY of Sandpoint
Jennifer Stapleton, City Administrator
1123 Lake Street
Sandpoint, Idaho 83864

DEVELOPMENT AGREEMENT
UNIVERSITY PLACE SUBDIVISION

THIS DEVELOPMENT AGREEMENT (AGREEMENT), is entered into this 13 day of Aug, 2021 by and between the CITY of Sandpoint, Bonner County, Idaho, a municipal corporation organized and existing under the laws of the State of Idaho, hereinafter referred to as the "CITY," whose address is 1123 Lake Street, Sandpoint, Idaho 83864; and M&W Holdings, LLC, an Idaho Limited Liability Company hereinafter referred to as the "DEVELOPER", whose address is809 W Main, #303, Spokane, WA 99201 respectively. The CITY and the DEVELOPER are sometimes referred to herein as a "party" or "parties."

WITNESSETH:

WHEREAS, the DEVELOPER's subdivision proposal has been evaluated in accordance with CITY requirements for a subdivision, and received preliminary plat approval, which includes certain express terms, conditions and agreements, which the parties wish to memorialize as applicable to the subdivision. A draft of the proposed Subdivision Plat of University Park, now referred to as University Place, is attached hereto and incorporated herein as Exhibit A (the "Preliminary Plat"); and,

WHEREAS, the Planning Commission, the Mayor and the CITY Council of the CITY have determined that it is in the best interests of the CITY and the citizens thereof to approve the subdivision plat pursuant to the terms, covenants and conditions hereinafter set forth.

WHEREAS, this Agreement replaces and supersedes the original agreement, entered into on the 30th day of December, 2020 and recorded on January 11, 2021 in Bonner County, Idaho, Instrument No. 973949.

Unofficial Document

NOW THEREFORE, pursuant to Sandpoint CITY Code Section 9-9-11, and in consideration of the terms, covenants and conditions set forth herein, the parties agree as follows:

1. **LEGAL DESCRIPTION**: The property affected by the Preliminary Plat is described as follows:

   See EXHIBIT B

The historic use of the Property was an agricultural research station for the University of Idaho. The University declared the Property surplus and sold it to DEVELOPER. The PROPERTY is zoned by the CITY to allow urban density development. The current permitted uses of the Property shall be in accordance with the CITY designation of Residential Single-Family for approximately 60 acres located east of Boyer Avenue and west of the Union Pacific Railroad Tracks, south of Mountain View Drive. Approximately 5.5 Acres located between the Union Pacific Railroad Tracks and US Highway 2 are zoned Commercial B. The remaining 10 acres +/- are encumbered by Railroad Right-of-way or are steep slopes or are submerged wetlands.

2. **CONCEPT PLAN:** The DEVELOPER has prepared a concept plan for the Property, which has been made part of Preliminary Plat, attached hereto as Exhibit A.

3. **CONSTRUCTION SCHEDULE:** The DEVELOPER intends to construct Required Infrastructure Improvements and plat over phases. A specific schedule detailing the anticipated timing of infrastructure construction and estimated cost per phase shall be provided prior to issuance of construction permit(s). The Construction Schedule shall be substantially in the form detailed in Exhibit D. All phases of the Required Infrastructure Improvements shall be substantially completed in accordance with timeframes provided by CITY Code 10-1-7. The development schedule may be modified by the mutual consent of both parties, but in no case will building permits be issued prior to Final Plat approval, per phase. Extensions of the Construction Schedule shall not extend beyond December 31, 2025.

Developer may request a final plat on less than the entirety of any Phase (i.e. Phase 1A or Phase 2A) to be called a "Sub-Phase", to accommodate building on a smaller number of lots previous to the completion and approval of Final Plat of the entire Phase. But, in no case will sale of lots be allowed, nor Certificates of Occupancy be issued on any building constructed in the Sub Phase Final Plat prior to the Final Plat approval on the entire Phase.

4. **UTILITIES**: The DEVELOPER agrees to use the CITY'S water and sanitary sewer systems for the Property as lots are developed and to be responsible for any fees and charges normally required of similarly situated owners pursuant to CITY Code. The CITY agrees to provide access to such systems upon payment of the customarily-required fees. DEVELOPER may transfer the obligation to pay such fees and costs to the future owner of any Lot as shown on the Final Plat (each a "Lot"). Utility service to each phase shall be fully functional consistent with

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CITY standards even if such functionality requires improvements on land designated for subsequent phases.

5. **REQUIRED INFRASTRUCTURE IMPROVEMENTS**: The DEVELOPER agrees to construct the following public improvements in accordance with the terms of this Agreement and the applicable standards adopted by the CITY, no later than those dates reflected in the attached phasing schedule: sanitary sewer and water system extensions, fire hydrants, stormwater management, street, signage, curbs and gutters, drainage appurtenances, sidewalks, and the conditions of Section 12 herein (the "Required Infrastructure Improvements"), in accordance with the final plans, Approved For Construction. DEVELOPER agrees to confer with CITY staff during the course of the project to verify that all Required Infrastructure Improvements are in fact being installed and built in conformance with standards adopted by the CITY.

6. **STANDARDS AND WARRANTY**: The parties agree that the Preliminary Plat, the Concept Plan and the Construction Schedule submitted by the DEVELOPER for development of the Property are generally acceptable to the CITY. The DEVELOPER agrees that all Required Infrastructure Improvements shall be built to CITY standards and permits, adhering to all CITY policies and procedures and standards adopted by the CITY, including but not limited to Idaho Standards for Public Works Construction (ISPWC) (latest edition). The DEVELOPER further agrees that the final construction plans shall be submitted to the CITY for approval prior to commencement of any construction; shall detail construction of all Required Infrastructure Improvements; and, that all such work will be constructed in a workmanlike manner. The DEVELOPER will properly warrant all public improvements properly from defects by providing a warranty bond in an amount approved by the CITY and representing twenty percent (20%) of the estimated cost of all Required Public Improvements for a period of two years from the date of written acceptance by the CITY and prior to Final Plat approval. Should the DEVELOPER fail to make any required repairs within thirty days' written notice, the CITY may exercise the warranty bond. This period may be extended by the CITY if inclement winter weather prevents repair within the thirty-day period.

7. **INSPECTION AND TESTING**: All Required Infrastructure Improvements shall be inspected and tested by qualified professionals in accordance with Idaho Standards for Public Works Construction (latest edition) with all costs of testing and inspection to be borne by the DEVELOPER.

8. **ACCEPTANCE AND FAILURE TO COMPLY:** Inspection reports and testing records, conducted at the frequency and method(s) specified in the Idaho Standards for Public Works Construction (latest edition) for all Required Infrastructure Improvements shall be provided to the CITY within ninety days of completion of construction. A letter(s) signed by a professional engineer(s), licensed in Idaho, shall be provided by the DEVELOPER to the CITY stating that the substantially completed work was constructed in accordance with the conditions of this Agreement and subsequent permits, including but not limited to the approved plans and standards set forth

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herein. In no event shall the CITY accept the Required Infrastructure Improvements and/or approve a Final Plat, until such documentation has been provided and deemed acceptable by the CITY Engineer. The CITY reserves the right to retain the performance bond for Required Infrastructure Improvements and/or withhold other permits until the CITY has accepted the same.

9. **COVENANTS RUN WITH THE LAND**: The terms, conditions and covenants to be performed by the DEVELOPER under this Agreement shall run with the Property, and are binding upon the DEVELOPER, owners, co-owners, subsequent owners, and the DEVELOPER'S heirs, assigns and successors in interest. Transfer of any lot within the development to an owner shall automatically be deemed a transfer all of the obligations to be performed by the DEVELOPER with respect to any such lot. The obligations of the DEVELOPER, and any owners under this Agreement shall be joint and several.

Previous to approval of any Final Plat (including any Sub-Phase) within this Subdivision, DEVELOPER will be required to create, submit and have approved a Declaration of Covenants, Conditions, and Restrictions, commonly known as the CC&Rs to be recorded and run with the land.

10. **SECURITY FOR REQUIRED INFRASTRUCTURE IMPROVEMENTS**: The DEVELOPER or the DEVELOPER'S contractor shall submit a security device, per phase, sufficient to cover 150% of the CITY's approved estimated cost of construction, testing, and inspection for those Required Public Improvements not otherwise located on private property, including, but not limited to, streets and associated infrastructure, water main extensions, and sewer main extensions, and storm drainage facilities. This security device shall be provided prior to issuance of the related construction permit(s) and shall inure to the benefit of CITY, and may be in the form of a performance bond, irrevocable letter of credit, cash deposit or other security device acceptable to the CITY. The CITY reserves the right to perform the Required Infrastructure Improvements and retain the security in the event that the DEVELOPER fails to perform the work in accordance with this Agreement, as determined by the CITY. In no event will the security device be released until all Required Infrastructure Improvements have been completed in accordance with this Agreement and the Final Plat is approved by the CITY.

11. **MERGER AND AMENDMENT**: All promises and negotiations between the parties' merge into this Agreement. The Parties agree that this Agreement shall be amended only in writing and signed by both parties. The Parties further agree that this Agreement is not intended to replace any other requirement of CITY Code, but instead this Agreement is to be interpreted in connection with and as a supplement to CITY Code provisions.

12. **CONDITIONS**: The DEVELOPER shall meet the following requirements for this project.

a. Detailed analysis will occur throughout the subdivision process. The analysis of layout, design, engineering and other factors may result in the need to revise a variety of plan

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elements. In addition, revisions may be necessary at the time of construction improvement plans. If CITY staff determines the revisions are substantial, these changes will require an amendment to the AGREEMENT. If the CITY staff determines that the revisions are minor, the changes may be approved, disapproved, or approved with conditions administratively. The authority to make the determination of when a revision is minor versus substantial is the CITY's.

b. The 20' wide utility and emergency exit easement shown on the preliminary plat (sheet 4) shall also contain a publicly dedicated pedestrian easement which shall include a minimum 10' wide paved path to provide connection between what is shown to be both legs of S. Sand Creek Lane. If final utility plans necessitate access for maintenance, the access shall be capable of accommodating CITY maintenance vehicles.

c. DEVELOPER shall provide an update to the Trip Generation and Distribution Letter dated April 21, 2020 and the subsequent Traffic Impact Analysis (TIA) prepared by David Evans Associated, dated July, 20, 2020 (DEA Project Number KMEP0000-0001) in support of any future rezone or density increase above the current Single Family Residential zone. Additional mitigation beyond that identified in this Development Agreement, including, but not limited to, a northbound right turn lane on North Boyer Avenue at the project driveway at Ebbett Way may be required.

d. DEVELOPER shall make full improvements to urban standards to North Boyer Avenue as defined by CITY as specified below:

    1. Prior to a certificate of occupancy being issued on Phase II, but no later than 2025, the Developer is to reconstruct the eastern portion of the North Boyer Avenue right-of-way along the property frontage, in general accordance with Original DA Exhibit B (concept plan/section – not for construction). The Developer shall obtain a construction permit, including CITY approved for construction plans. Construction plans shall provide completed engineered roadway design. Any and all utility relocations required as a result of these improvements are the responsibility of the Developer.

    2. Frontage improvements at this location shall be in accordance with CITY Code and standards. Developer shall construct a six (6) foot high non-vinyl fence along the frontage of North Boyer Avenue for Block 8 , Lot 1-3 located on private property to provide for visual interest along the edge of the development which shall be maintained in perpetuity by the HOA.

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3. The CITY of Sandpoint shall be responsible for snow removal on the shared pathways.

e. Development of the lots will be subject to all current requirements in place at the time of permit application.

f. The DEVELOPER shall maintain compliance with the United States Environmental Protection Agency's Construction General Permit (CGP) throughout development. Failure to comply with the terms of the CGP may result in orders to stop work by the CITY or others.

g. DEVELOPER and/or owners of individual lots shall be required to pay impact fees prior to issuance of a building permit(s) at the current rate adopted by CITY Council at the time of building permit issuance.

h. In the event the DEVELOPER do not proceed with the Final Plat, the DEVELOPER shall provide the CITY a 30-foot wide utility easement(s), as the CITY deems necessary to access, operate and maintain any functionally complete and accepted Required Public Infrastructure.

i. The DEVELOPER shall not be responsible for additional off-site improvements beyond the terms of this Development Agreement unless the actual or estimated average daily trips (ADT) (weekday or weekend) exceeds the number of trips included in the DEVELOPER'S final Trip Generation and Distribution letter; future land use actions may require submission of a current TGDL.

j. The DEVELOPER shall adequately maintain all stormwater conveyance and treatment systems, in accordance with the Stormwater Permit issued by the CITY, in perpetuity, and shall transfer such maintenance to future, individual property owners and/or another entity by executing subdivision covenants, conditions, and restrictions.

k. DEVELOPER shall confirm capacity to CITY of existing sewer lift station and upgrade as specified below:

1. Based upon the submitted report, the CITY does not anticipate that upsizing will be required. However, depending upon the results of an approved report, the Developer shall be responsible for the project costs associated with upsizing and/or other necessary upgrades, as determined by the CITY Engineer.

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l. DEVELOPER shall demonstrate compliance with wetland requirements.

1. Prior to issuance of any permit for construction impacting wetlands, the Developer shall provide evidence of authorization issued by the United States Army Corps of Engineers and including, receipt of payment for any required wetland credits.

m. DEVELOPER shall demonstrate to CITY that they have applied to Bonner County for a Reservation of Street Names for those streets reflected on the Preliminary Plat. All new street names shall be mutually exclusive from one another.

n. Prior to approval of any Final Plat, DEVELOPER shall demonstrate the creation of a Homeowners' Association to ensure long-term maintenance of private park, path, structure and storm drainage facilities. Such demonstration shall include Articles of Incorporation, By-laws, and Covenants, Conditions and Restrictions (CC&Rs) for the Homeowners' Association.

13. **AFFIDAVIT OF OWNER**: The DEVELOPER is the legal Property Owner.

14. **JURISDICTION/VENUE/ATTORNEY FEES**: Any action brought to enforce this Agreement, or to interpret its terms, covenants and conditions, shall be governed by Idaho law, and brought in the District Court of the First Judicial District, Bonner County, Idaho. The prevailing party in any such action may recover its reasonable attorney fees in addition to any other remedy available at law or equity.

IN WITNESS WHEREOF, the Mayor and CITY Clerk of the CITY of Sandpoint have executed this contract on behalf of CITY, the CITY Clerk has affixed the seal of CITY hereto, and DEVELOPER has caused the same to be executed the day and year first above written.

CITY OF SANDPOINT,

Shelby Rognstad, Mayor

ATTEST:

Melissa Ward, CITY Clerk

DEVELOPER

By: M&W Holdings LLC

Derek Mulgrew

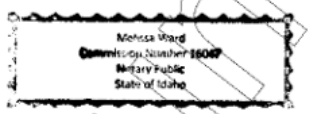
State of Idaho)

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County of Bonner)

On this 1st day of September, in the year of 2021, before me, a Notary Public, personally appeared, Shelby Rognstad , known to me to be the Mayor of the CITY of Sandpoint, Idaho whose name is subscribed to the within instrument, and acknowledged to me that he has the authority to executed the same on behalf of the CITY of Sandpoint, Idaho.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notaries Seal the day and year in this certificate first above written.



Notary Public: State of Idaho

My Commission expires: 12/28/2021

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Notary Public: State of Idaho

My Commission expires: _____

On this 13 day of August 2021 in the year of 2021, before me, a Notary Public, personally appeared, Derek Mulgrew, legal representative of M&W Holdings, LLC, proved to me on the basis of satisfactory evidence to be the persons whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notaries Seal the day and year in this certificate first above written.

CAROL MERTZ
Notary Public - State of Idaho
Commission Number 20192558
My Commission Expires 12-04-2025

Carol Mertz

Notary Public: State of Idaho
My Commission expires: 12-04-2025

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AFFIDAVIT OF PROPERTY OWNERS
SANDPOINT CITY CODE SECTION 9-9-11(C)

I, the undersigned owners of the above described Property, hereby acknowledge and agree to submission of the use of said Property pursuant to the terms, covenants and conditions of this Agreement.

Dated this 13 day of Aug, 2021.

Derek Mulgrew DBA M&W Holdings LLC

SUBSCRIBED AND SWORN TO before me this 13 day of August, 2021.

CAROL MERTZ
Notary Public - State of Idaho
Commission Number 20192558
My Commission Expires 12-04-2025

Carol Mertz
Notary Public, State of Idaho
My commission expires: 12-04-2025

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EXHIBIT A

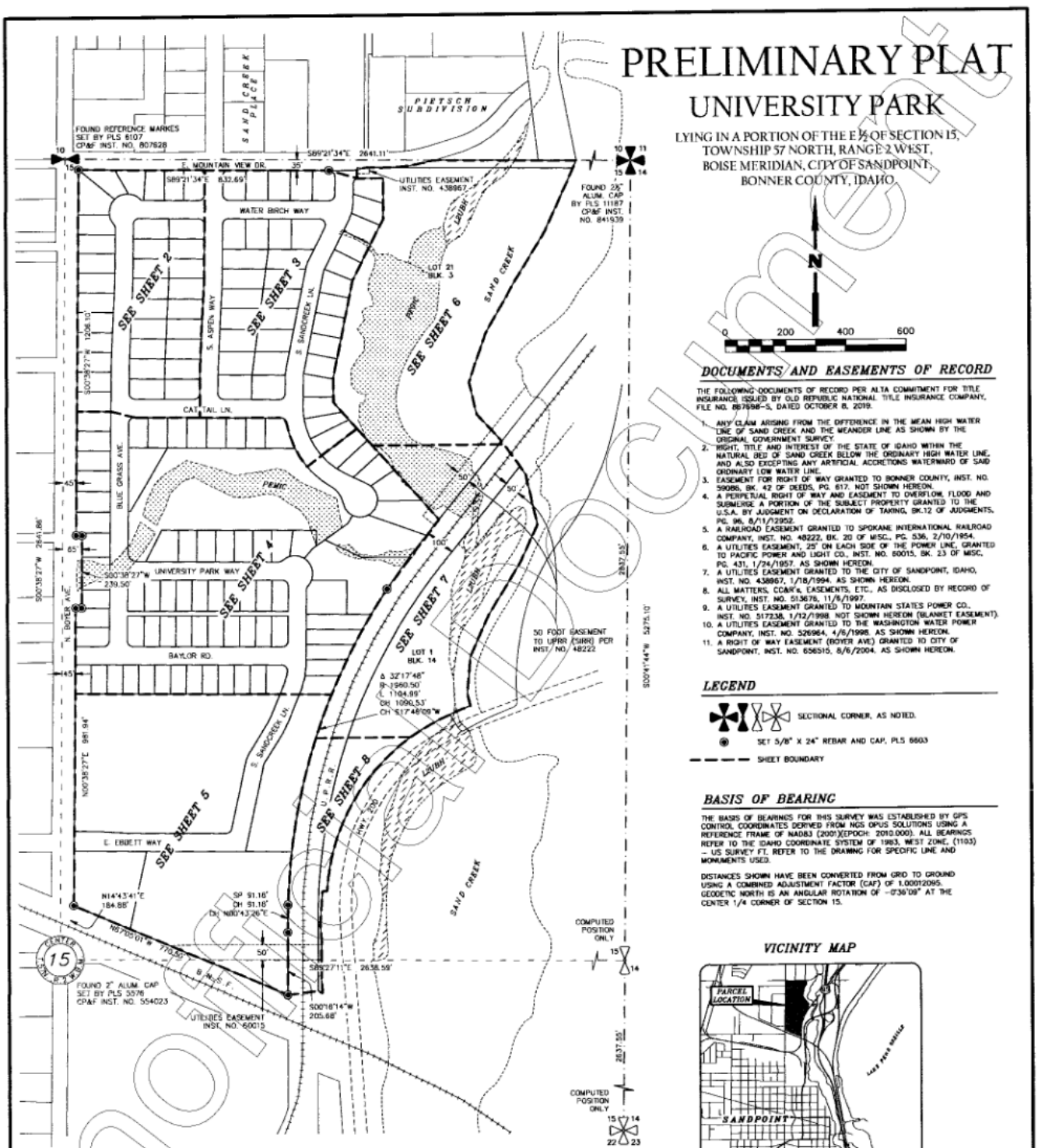
Preliminary Plat

Exibit "A"

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PRELIMINARY PLAT
UNIVERSITY PARK

LYING IN A PORTION OF THE E ½ OF SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO.



DOCUMENTS AND EASEMENTS OF RECORD

THE FOLLOWING DOCUMENTS OF RECORD PER ALTA COMMITMENT FOR TITLE INSURANCE ISSUED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, FILE NO. 867698-S, DATED OCTOBER 8, 2019.

1. ANY CLAIM ARISING FROM THE DIFFERENCE IN THE MEAN HIGH WATER LINE OF SAND CREEK AND THE MEANDER LINE AS SHOWN BY THE ORIGINAL GOVERNMENT SURVEY.
2. RIGHT, TITLE AND INTEREST OF THE STATE OF IDAHO WITHIN THE NATURAL BED OF SAND CREEK BELOW THE ORDINARY HIGH WATER LINE, AND ALSO EXCEPTING ANY ARTIFICIAL ACCRETIONS WATERWARD OF SAID ORDINARY LOW WATER LINE.
3. EASEMENT FOR RIGHT OF WAY GRANTED TO BONNER COUNTY, INST. NO. 59086, BK. 42 OF DEEDS, PG. 617. NOT SHOWN HEREON.
4. A PERPETUAL RIGHT OF WAY AND EASEMENT TO OVERFLOW, FLOOD AND SUBMERGE A PORTION OF THE SUBJECT PROPERTY GRANTED TO THE U.S.A. BY JUDGMENT ON DECLARATION OF TAKING, BK.12 OF JUDGMENTS, PG. 96, 8/11/1952.
5. A RAILROAD EASEMENT GRANTED TO SPOKANE INTERNATIONAL RAILROAD COMPANY, INST. NO. 48222, BK. 20 OF MISC., PG. 536, 2/10/1954.
6. A UTILITIES EASEMENT, 25' ON EACH SIDE OF THE POWER LINE, GRANTED TO PACIFIC POWER AND LIGHT CO., INST. NO. 60015, BK. 23 OF MISC. PG. 431, 1/24/1957. AS SHOWN HEREON.
7. A UTILITIES EASEMENT GRANTED TO THE CITY OF SANDPOINT, IDAHO, INST. NO. 438967, 1/18/1994. AS SHOWN HEREON.
8. ALL MATTERS, CC&R's, EASEMENTS, ETC., AS DISCLOSED BY RECORD OF SURVEY, INST. NO. 513678, 11/6/1997.
9. A UTILITIES EASEMENT GRANTED TO MOUNTAIN STATES POWER CO., INST. NO. 517238, 1/12/1998. NOT SHOWN HEREON (BLANKET EASEMENT).
10. A UTILITIES EASEMENT GRANTED TO THE WASHINGTON WATER POWER COMPANY, INST. NO. 526964, 4/6/1998. AS SHOWN HEREON.
11. A RIGHT OF WAY EASEMENT (BOYER AVE) GRANTED TO CITY OF SANDPOINT, INST. NO. 656515, 8/6/2004. AS SHOWN HEREON.

LEGEND

SECTIONAL CORNER, AS NOTED.

SET 5/8" X 24" REBAR AND CAP, PLS 6803

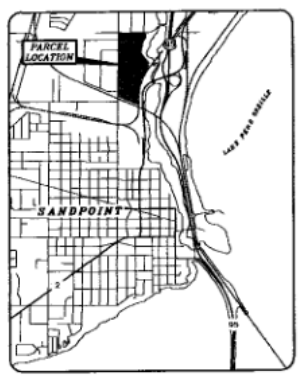
SHEET BOUNDARY

BASIS OF BEARING

THE BASIS OF BEARINGS FOR THIS SURVEY WAS ESTABLISHED BY GPS CONTROL COORDINATES DERIVED FROM NGS OPUS SOLUTIONS USING A REFERENCE FRAME OF NAD83 (2001)(EPOCH: 2010.000). ALL BEARINGS REFER TO THE IDAHO COORDINATE SYSTEM OF 1983, WEST ZONE, (1103) – US SURVEY FT. REFER TO THE DRAWING FOR SPECIFIC LINE AND MONUMENTS USED.

DISTANCES SHOWN HAVE BEEN CONVERTED FROM GRID TO GROUND USING A COMBINED ADJUSTMENT FACTOR (CAF) OF 1.00012095. GEODETIC NORTH IS AN ANGULAR ROTATION OF -0°36'09" AT THE CENTER 1/4 CORNER OF SECTION 15.

VICINITY MAP



SURVEYOR'S NARRATIVE

GENERAL NOTES

A) SOLID WASTE SHALL BE THE RESPONSIBILITY OF THE LOT OWNERS.

B) WETLANDS ARE PRESENT ON THE SUBJECT PROPERTY AS DELINEATED BY TOM DUEBENDORFER, APRIL, 2020, AND LABELED HEREON. WETLANDS PER THE U.S. FISH & WILDLIFE WETLAND INVENTORY MAPPING TOOL ARE SHOWN APPROXIMATELY. WETLANDS ARE CATEGORIZED AS PEMIC, L2UBH, & PFOIC.

C) THE PROPOSED LOTS ARE CATEGORIZED AS ZONE 'X', WITH PORTIONS OF THE OPEN SPACE AREA LOCATED IN THE FLOOD ZONE 'AE' ALONG SAND CREEK PER FEMA PANEL 16017C0716E, EFFECTIVE 11/18/2009.

D) THE 10' WIDE UTILITIES EASEMENTS AS SHOWN (SEE SHEETS 2-5) ARE HEREBY GRANTED TO ALL UTILITY PROVIDERS OF THIS PLAT.

PREPARED FOR:
TIM MCDONNELL
SANDPOINT, ID 83864

PROFESSIONAL LAND SURVEYOR REGISTERED 6803 STATE OF IDAHO SCOTT L. TOLDNESS

PRELIMINARY

1/4	Section	Township	Range
	15	57 N	2 W

PROJECT # 19-120 McDONNELL
DRAWING NAME: 19-120 McDONNELL PRELIM PLAT

PRELIMINARY PLAT
UNIVERSITY PARK

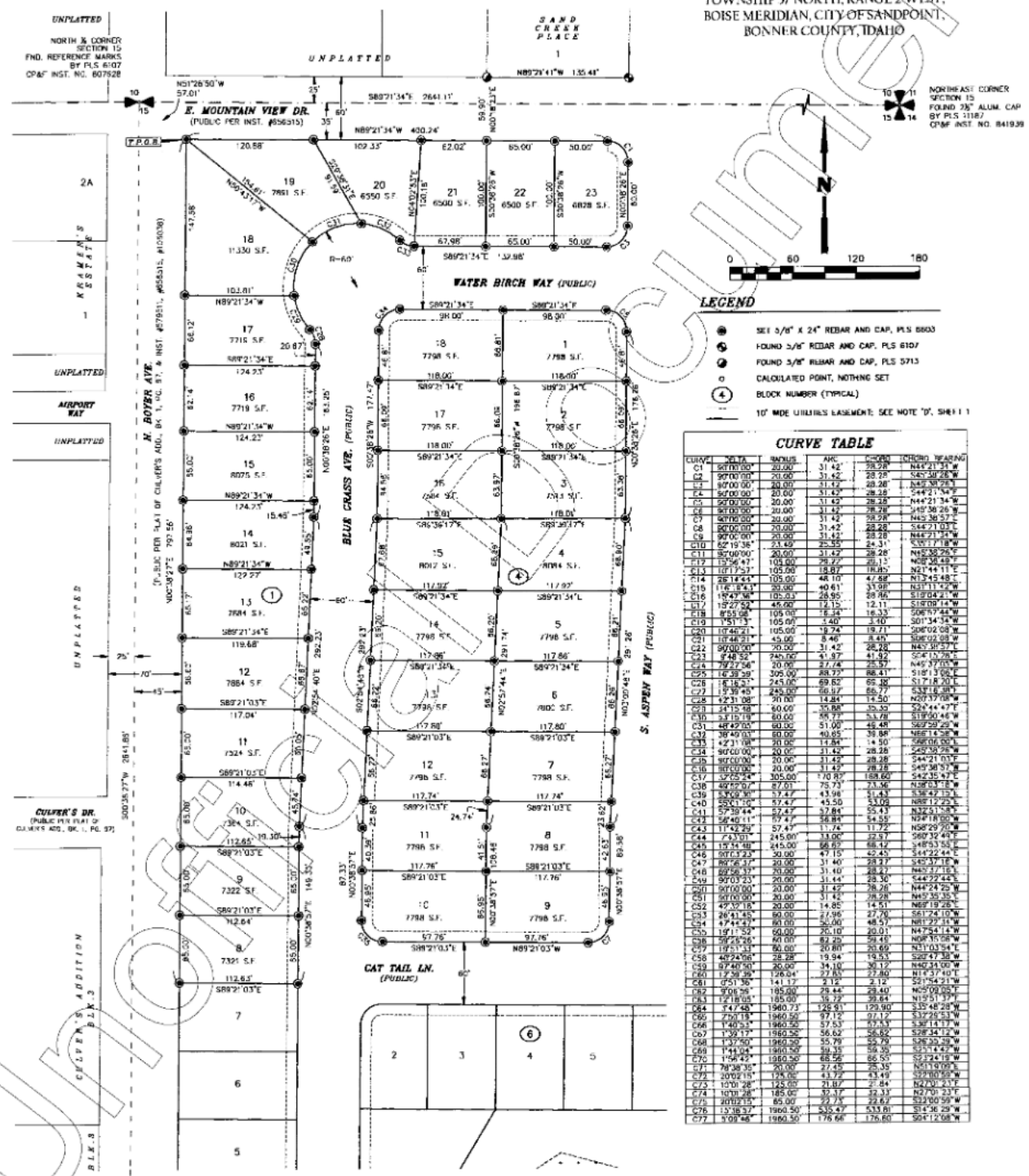
GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-265-4474

Scale:	1"=200'
Checked By:	Drawn By:
SLT	SRO
Plot Date:	Sheet:
5/3/2020	1 of 8

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PRELIMINARY PLAT
UNIVERSITY PARK

LYING IN A PORTION OF THE E½ OF SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO



CURVE TABLE

CURVE	DELTA	RADIUS	ARC	CHORD	CHORD BEARING
C1	90°00'00"	20.00'	31.42'	28.28'	N44°21'34"W
C2	90°00'00"	20.00'	31.42'	28.28'	S45°38'26"W
C3	90°00'00"	20.00'	31.42'	28.28'	N45°38'26"E
C4	90°00'00"	20.00'	31.42'	28.28'	S44°21'34"E
C5	90°00'00"	20.00'	31.42'	28.28'	N44°21'34"W
C6	90°00'00"	20.00'	31.42'	28.28'	S45°38'26"W
C7	90°00'00"	20.00'	31.42'	28.28'	N45°38'26"E
C8	90°00'00"	20.00'	31.42'	28.28'	S44°21'03"E
C9	90°00'00"	20.00'	31.42'	28.28'	N44°21'34"W
C10	62°19'36"	23.49'	25.55'	24.31'	S58°12'18"W
C11	90°00'00"	20.00'	31.42'	28.28'	N45°38'26"E
C12	15°56'47"	105.00'	29.22'	29.13'	N82°38'49"E
C13	10°17'57"	105.00'	18.87'	18.85'	N21°44'11"E
C14	25°14'44"	105.00'	48.10'	47.68'	N13°45'48"E
C15	116°24'41"	20.00'	40.61'	33.98'	N33°11'47"W
C16	19°47'36"	105.03'	28.95'	28.80'	S15°04'21"W
C17	15°27'52"	45.00'	12.15'	12.11'	S15°09'14"W
C18	8°55'08"	105.00'	16.34'	16.33'	S06°57'44"W
C19	1°51'13"	105.00'	3.40'	3.40'	S01°34'34"W
C20	10°46'21"	105.00'	19.74'	19.71'	S06°02'08"W
C21	10°46'21"	45.00'	8.46'	8.45'	S06°02'08"W
C22	90°00'00"	20.00'	31.42'	28.28'	N45°38'26"E
C23	6°48'52"	265.00'	31.52'	31.50'	S24°10'26"E
C24	79°57'56"	20.00'	27.74'	25.57'	N45°37'05"W
C25	16°39'29"	305.00'	88.72'	88.41'	S18°13'06"E
C26	1°16'52"	245.00'	69.82'	69.58'	S17°18'20"E
C27	19°36'45"	245.00'	66.07'	65.77'	S33°16'49"E
C28	42°31'08"	20.00'	14.84'	14.50'	N20°37'08"W
C29	54°15'48"	60.00'	30.88'	29.73'	S24°44'47"E
C30	33°15'19"	60.00'	34.83'	34.33'	S19°00'46"W
C31	48°45'00"	60.00'	51.06'	49.54'	S62°59'26"W
C32	39°49'03"	60.00'	40.95'	39.84'	N66°14'58"W
C33	42°31'08"	20.00'	14.84'	14.50'	S66°06'00"E
C34	90°00'00"	20.00'	31.42'	28.28'	S45°38'26"W
C35	90°00'00"	20.00'	31.42'	28.28'	S44°21'03"E
C36	90°00'00"	20.00'	31.42'	28.28'	S45°38'57"W
C37	37°55'24"	305.00'	170.87'	168.60'	S42°35'47"E
C38	49°52'07"	87.01'	75.73'	73.36'	N38°03'15"W
C39	5°30'29"	57.47'	43.98'	43.43'	S34°47'10"E
C40	55°01'20"	57.47'	45.50'	53.08'	N88°12'23"E
C41	57°39'44"	57.47'	57.84'	55.43'	N32°51'53"E
C42	58°40'11"	57.47'	58.84'	54.55'	N34°18'00"W
C43	11°42'29"	57.47'	11.74'	11.72'	N58°29'20"W
C44	7°43'01"	245.00'	33.00'	32.57'	S60°32'49"E
C45	15°14'48"	245.00'	66.62'	66.42'	S48°53'55"E
C46	90°00'23"	30.00'	47.15'	42.45'	S44°22'44"E
C47	90°00'00"	20.00'	31.40'	28.27'	S45°37'15"E
C48	90°56'37"	20.00'	31.40'	28.27'	N40°37'15"E
C49	90°03'23"	20.00'	31.44'	28.30'	S44°22'44"E
C50	90°00'00"	20.00'	31.42'	28.28'	N44°24'25"W
C51	90°00'00"	20.00'	31.42'	28.28'	N45°35'35"E
C52	42°32'18"	20.00'	14.85'	14.51'	N69°19'26"E
C53	26°41'45"	60.00'	27.96'	27.70'	S61°24'10"W
C54	47°44'43"	60.00'	50.00'	48.57'	N81°27'34"W
C55	19°13'59"	60.00'	20.13'	20.03'	N47°54'14"W
C56	59°56'26"	60.00'	62.75'	59.95'	N08°15'08"W
C57	19°51'33"	60.00'	20.80'	20.69'	N31°03'54"E
C58	49°24'06"	28.28'	19.94'	19.33'	S82°47'38"W
C59	67°46'50"	30.00'	35.19'	33.20'	N40°34'00"W
C60	11°29'39"	126.04'	27.60'	27.80'	N16°37'40"E
C61	0°51'36"	141.17'	2.12'	2.12'	S21°54'21"W
C62	9°06'29"	185.00'	29.44'	29.40'	N05°00'05"E
C63	12°18'05"	185.00'	39.72'	39.64'	N19°51'37"E
C64	1°47'45"	1960.73'	128.91'	129.90'	S35°48'28"W
C65	2°50'19"	1960.50'	97.12'	97.12'	S33°25'53"W
C66	1°40'33"	1960.50'	57.53'	57.53'	S30°14'17"W
C67	1°39'17"	1960.50'	56.62'	56.62'	S28°34'24"W
C68	1°37'50"	1960.50'	55.79'	55.79'	S26°55'39"W
C69	1°44'04"	1960.50'	59.35'	59.35'	S25°14'42"W
C70	1°59'42"	1960.50'	68.56'	68.55'	S23°24'19"W
C71	78°38'39"	20.00'	27.45'	25.35'	N51°19'05"E
C72	20°02'19"	125.00'	43.72'	43.49'	S32°00'59"W
C73	10°01'28"	125.00'	21.87'	21.84'	N42°20'23"E
C74	10°01'28"	185.00'	32.37'	32.33'	N42°20'23"E
C75	20°02'19"	85.00'	29.73'	29.57'	S32°00'59"W
C76	15°38'37"	1960.50'	535.47'	533.81'	S14°36'29"W
C77	5°08'46"	1960.50'	176.66'	176.60'	S04°12'08"W

Unofficial Document

PREPARED FOR:
TIM MCDONNELL
SANDPOINT, ID 83864

CENTER SEC. 15 T57N R2W — FOUND 2" ALUM. CAP SET BY PLS 5576 CP&F INST. NO. 554023

PROFESSIONAL LAND SURVEYOR — STATE OF IDAHO — T. L. TOLONEN — PRELIMINARY

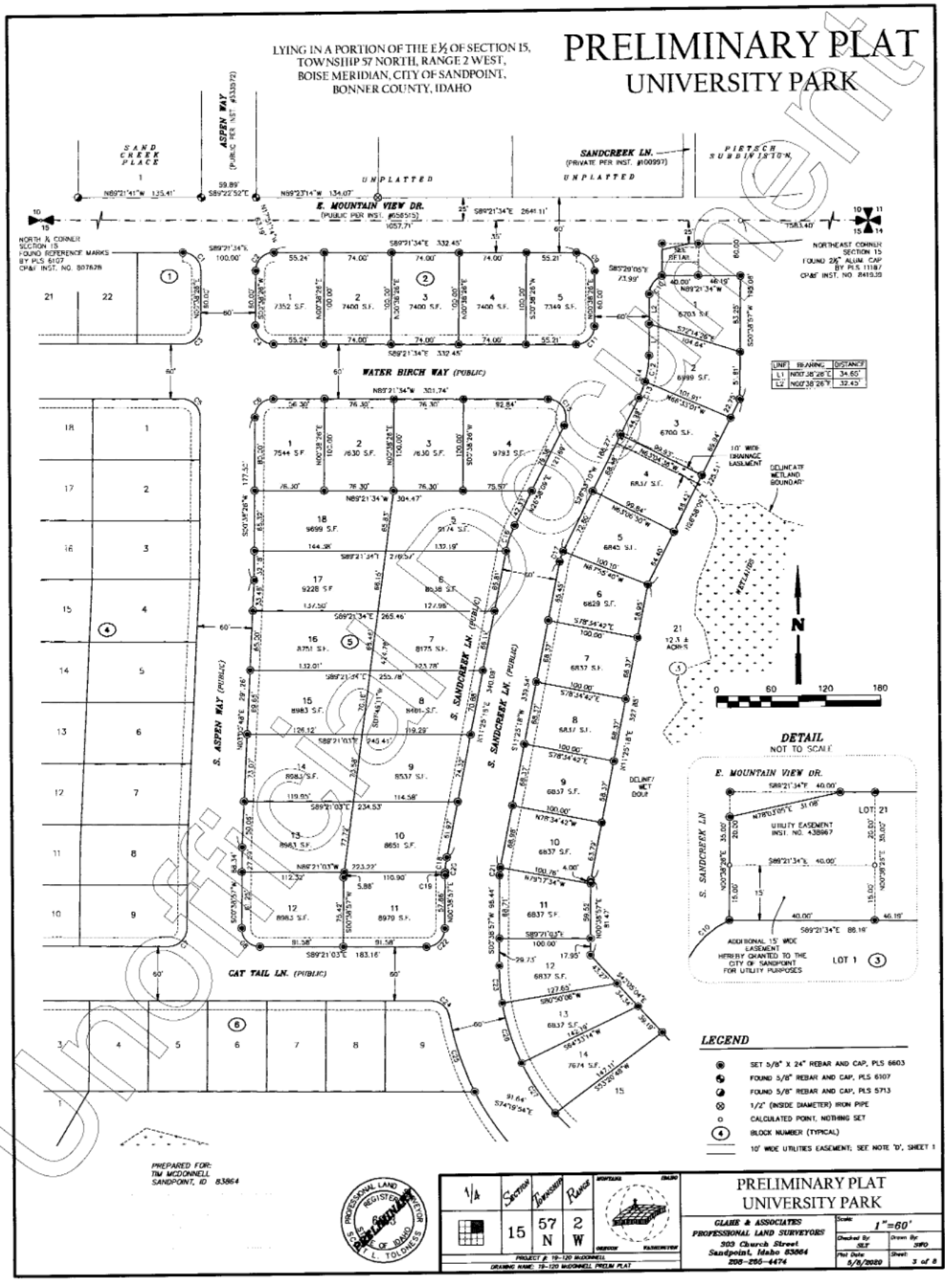
1/4	Section	Township	Range
	15	57 N	2 W

PROJECT # 19-120 MCDONNELL
DRAWING NAME: 19-120 McDonnell PRELIM PLAT

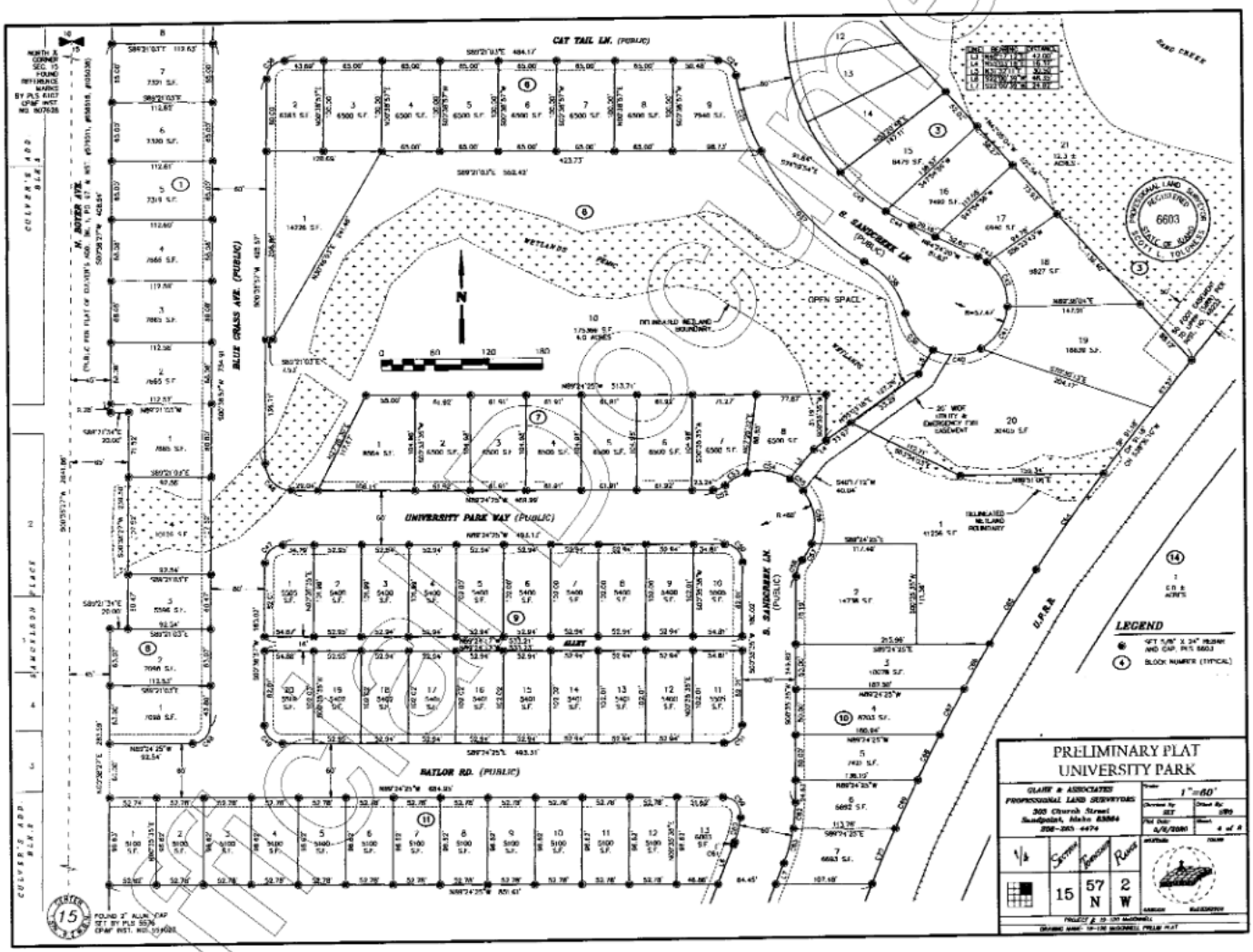
PRELIMINARY PLAT
UNIVERSITY PARK

GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-265-4474

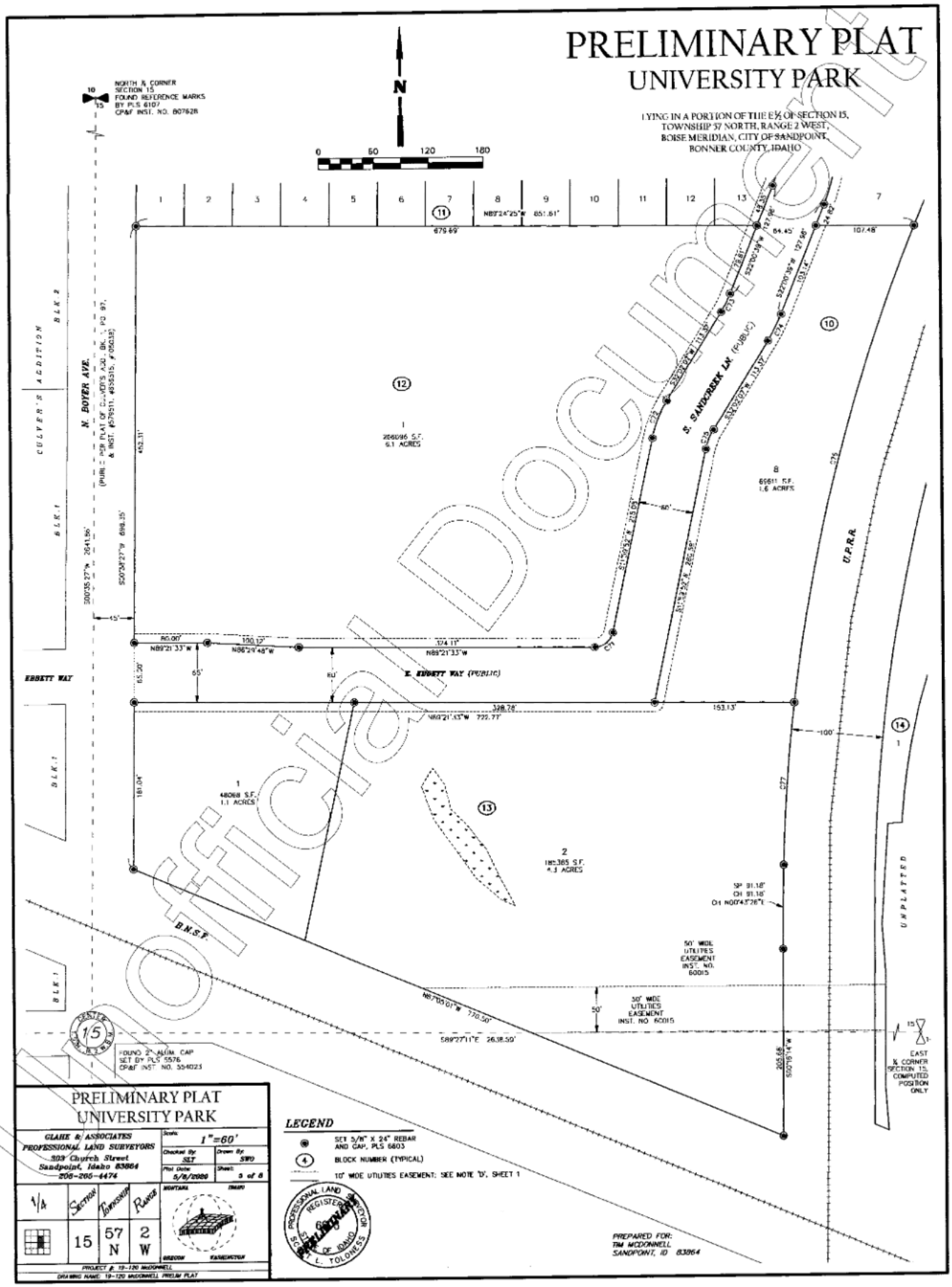
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Plot Date: 5/8/2020
Sheet: 2 of 8



Unofficial Document



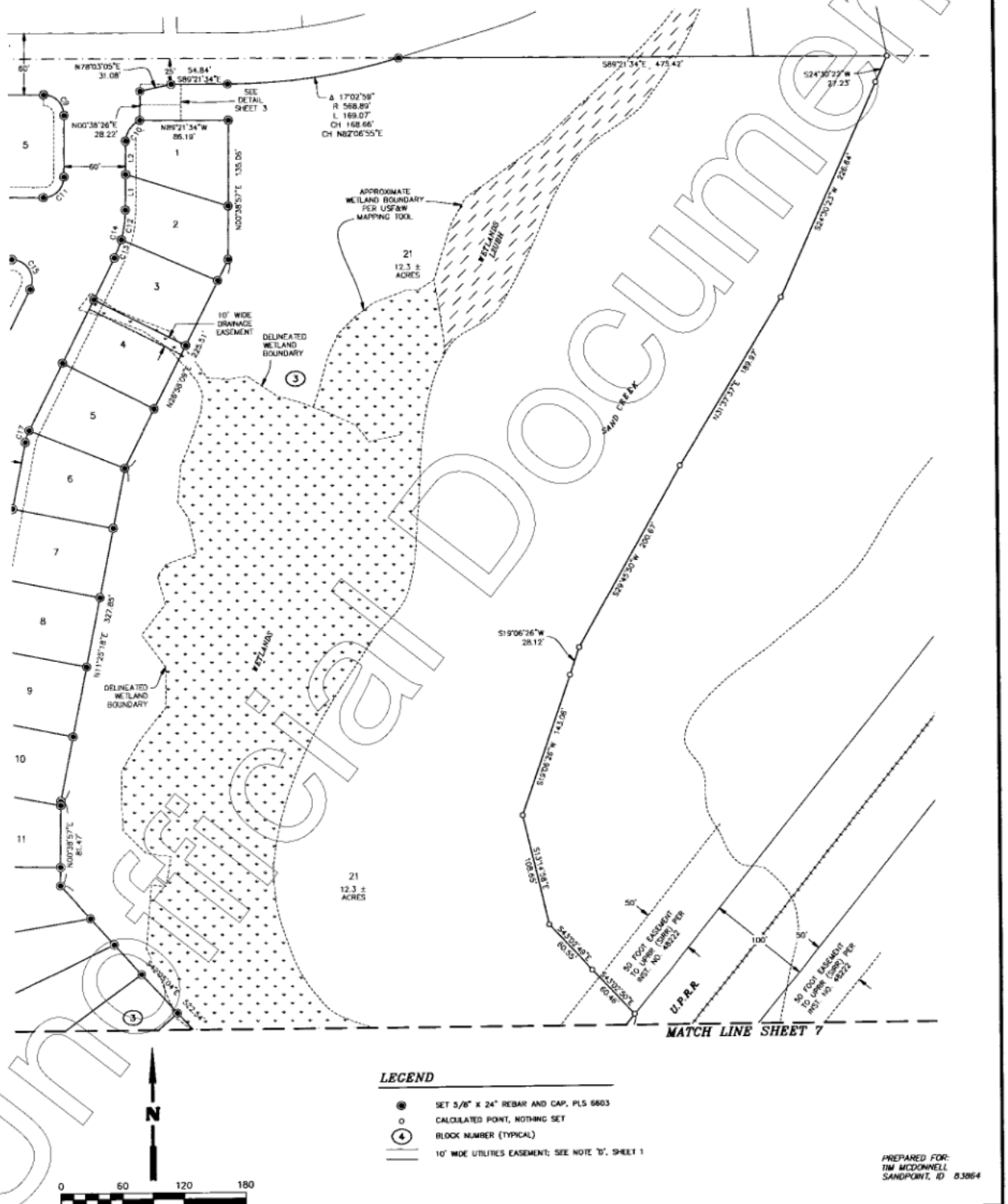
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PRELIMINARY PLAT
UNIVERSITY PARK

LYING IN A PORTION OF THE E½ OF SECTION 15,
TOWNSHIP 57 NORTH, RANGE 2 WEST,
BOISE MERIDIAN, CITY OF SANDPOINT,
BONNER COUNTY, IDAHO



LEGEND

- ● SET 5/8" x 24" REBAR AND CAP, PLS 6803
- o CALCULATED POINT, NOTHING SET
- (4) BLOCK NUMBER (TYPICAL)
- 10' WIDE UTILITIES EASEMENT; SEE NOTE "D", SHEET 1

N

0 60 120 180

PREPARED FOR:
TIM MCDONNELL
SANDPOINT, ID 83864

PRELIMINARY
PROFESSIONAL LAND SURVEYOR
STATE OF IDAHO
PHILIP L. TOLINESS

1/4	Section	Township	Range
	15	57 N	2 W

PROJECT # 19-120 McDONNELL
DRAWING NAME: 19-120 McDONNELL PRELIM PLAT

PRELIMINARY PLAT
UNIVERSITY PARK

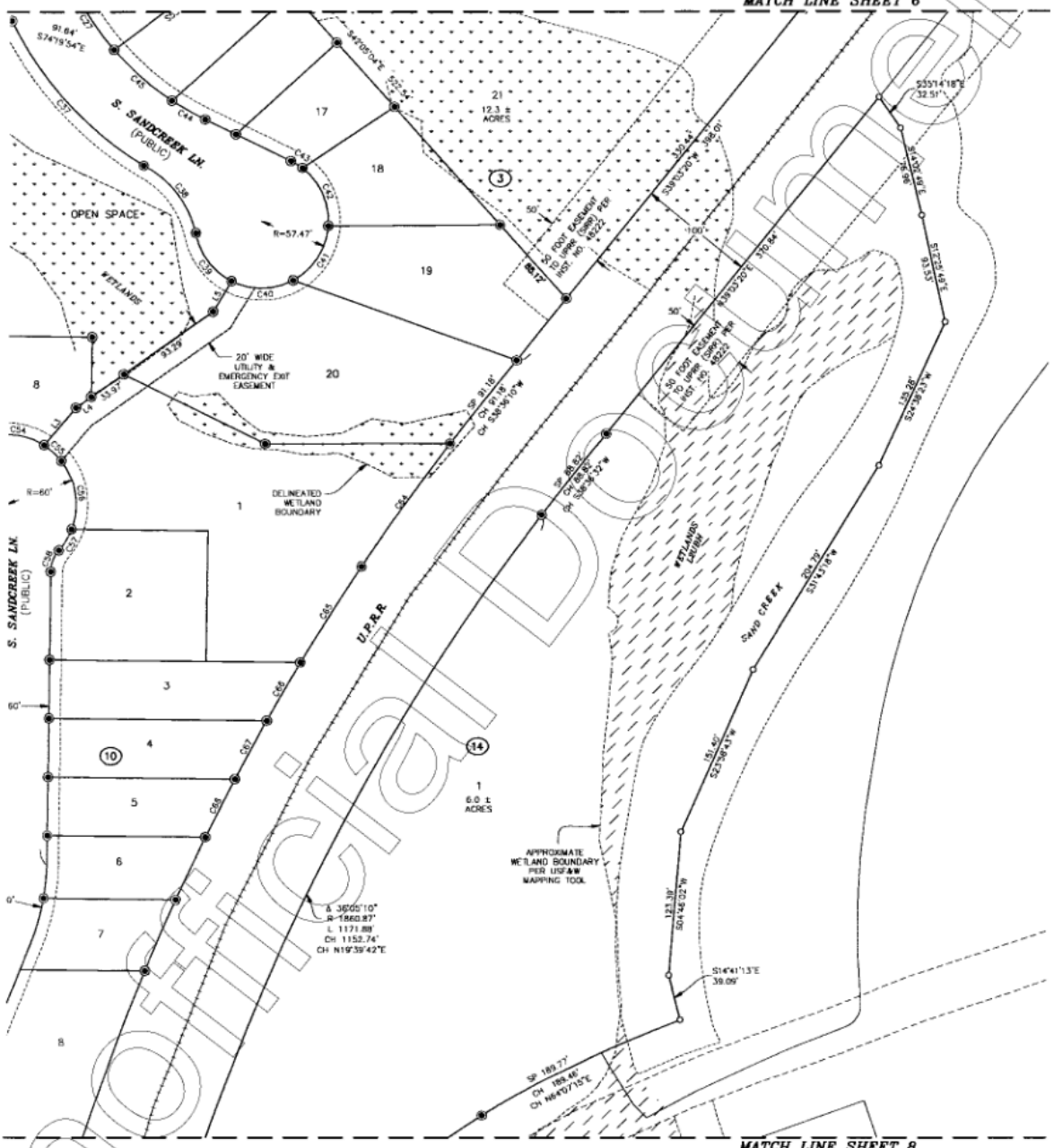
GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-255-4474

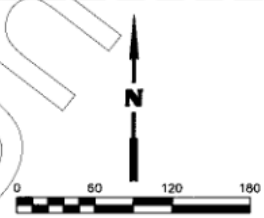
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Sheet: 6 of 8

Unofficial Document

LYING IN A PORTION OF THE E½ OF SECTION 15,
TOWNSHIP 57 NORTH, RANGE 2 WEST,
BOISE MERIDIAN, CITY OF SANDPOINT,
BONNER COUNTY, IDAHO

PRELIMINARY PLAT
UNIVERSITY PARK





LEGEND

- SET 5/8" X 24" REBAR AND CAP, PLS 6603
- CALCULATED POINT, NOTHING SET
- (4) BLOCK NUMBER (TYPICAL)
- 10' WIDE UTILITIES EASEMENT; SEE NOTE '0', SHEET 1

PREPARED FOR:
TIM MCDONNELL
SANDPOINT, ID 83864

PROFESSIONAL LAND SURVEYOR — REGISTERED — STATE OF IDAHO — PRELIMINARY — 9 — 11 L. TOLDNESS

1/4	Section	Township	Range
	15	57 N	2 W

PROJECT # 19-120 McDONNELL
DRAWING NAME: 19-120 McDONNELL PRELIM PLAT

PRELIMINARY PLAT
UNIVERSITY PARK

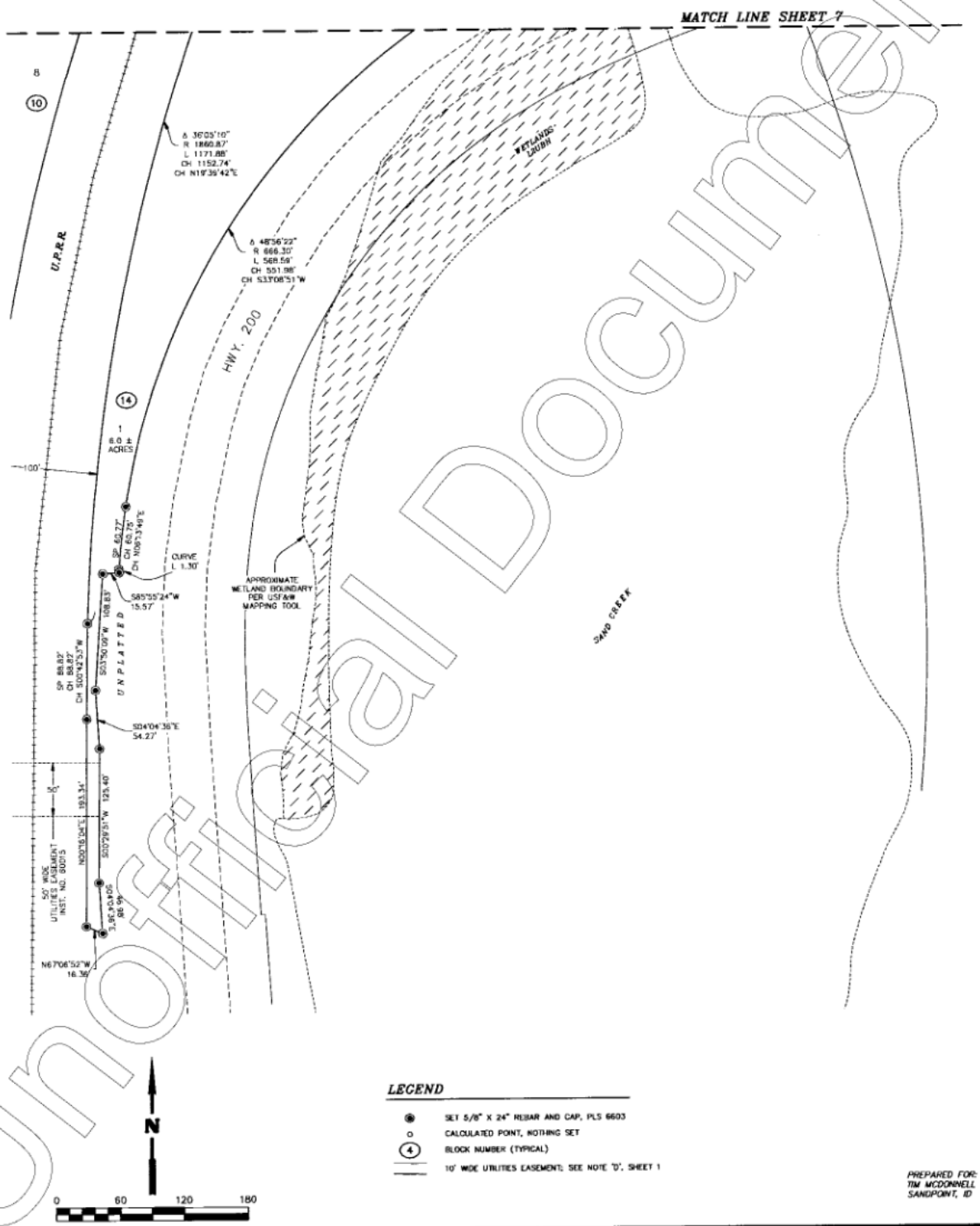
GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-255-4474

Scale: 1"=60'
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Drawn By: SWD
Plot Date: 5/3/2020
Sheet: 7 of 8

Unofficial Document

LYING IN A PORTION OF THE E½ OF SECTION 15,
TOWNSHIP 57 NORTH, RANGE 2 WEST,
BOISE MERIDIAN, CITY OF SANDPOINT,
BONNER COUNTY, IDAHO

PRELIMINARY PLAT
UNIVERSITY PARK



LEGEND

- SET 5/8" X 24" REBAR AND CAP, PLS 6603
- CALCULATED POINT, NOTHING SET
- (4) BLOCK NUMBER (TYPICAL)
- 10' WIDE UTILITIES EASEMENT; SEE NOTE "D", SHEET 1

PREPARED FOR:
TIM MCDONNELL
SANDPOINT, ID 83864

PROFESSIONAL LAND SURVEYOR — REGISTERED — SCOTT L. TOLDNESS — STATE OF IDAHO — PRELIMINARY

1/4	Section	Township	Range
	15	57 N	2 W

PROJECT # 19-120 McDONNELL
DRAWING NAME: 19-120 McDONNELL PRELIM PLAT

PRELIMINARY PLAT
UNIVERSITY PARK

GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-265-4474

Scale: 1"=60'
Checked By: SLT
Drawn By: SMO
Plat Date: 5/8/2020
Sheet: 8 of 8

Unofficial Document

EXHIBIT B

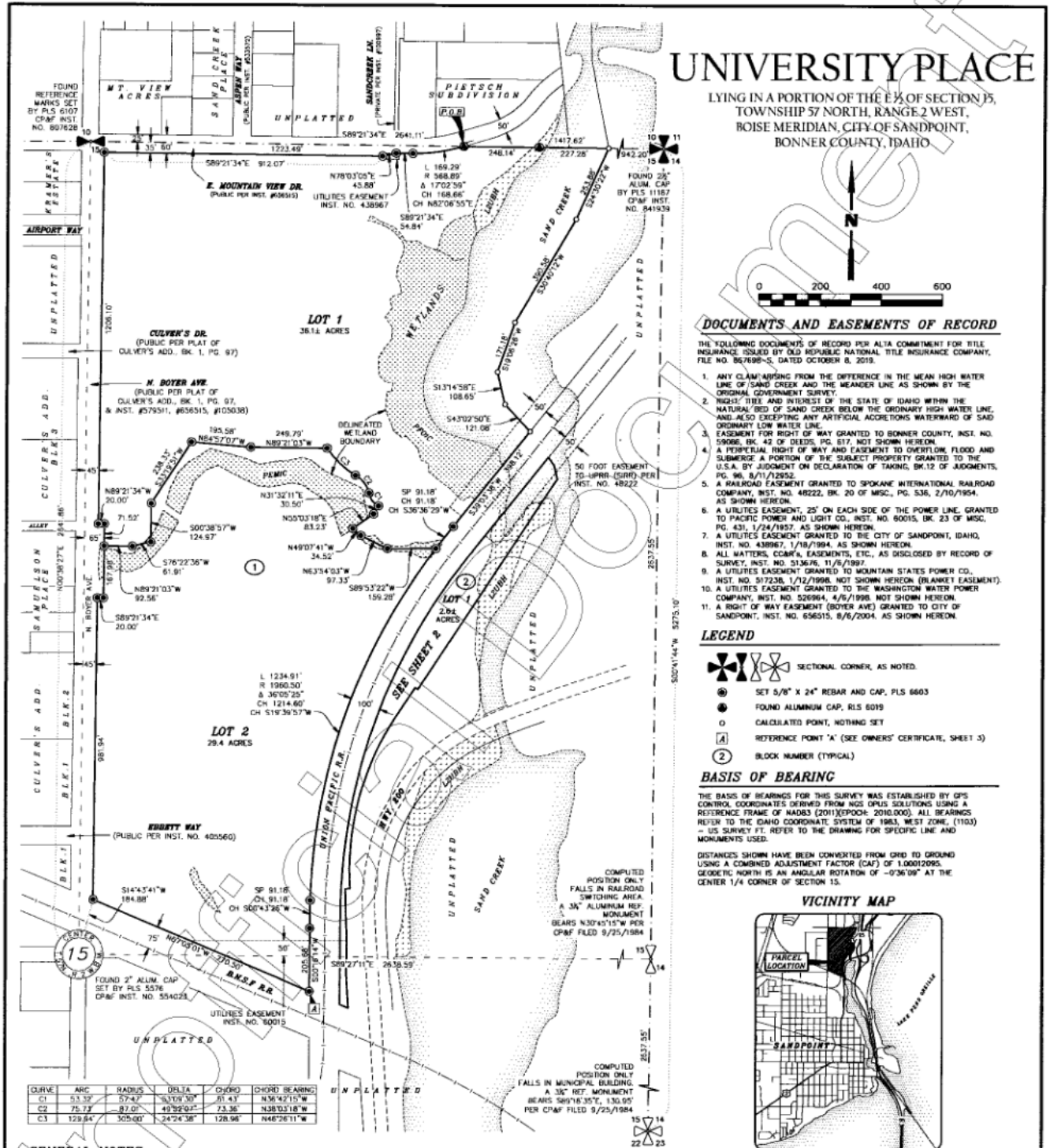
Exibit "B"

Unofficial Document

DEVELOPMENT AGREEMENT
UNIVERSITY PARK SUBDIVISION

UNIVERSITY PLACE

LYING IN A PORTION OF THE E ½ OF SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO



CURVE	ARC	RADIUS	DELTA	CHORD	CHORD BEARING
C1	53.32'	57.47'	53°09'30"	51.43'	N36°42'15"W
C2	75.73'	87.01'	49°52'03"	73.36'	N38°03'18"W
C3	129.84'	305.00'	24°24'38"	128.96'	N46°26'11"W

DOCUMENTS AND EASEMENTS OF RECORD

THE FOLLOWING DOCUMENTS OF RECORD PER ALTA COMMITMENT FOR TITLE INSURANCE ISSUED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, FILE NO. 867698-S, DATED OCTOBER 8, 2019.

1. ANY CLAIM ARISING FROM THE DIFFERENCE IN THE MEAN HIGH WATER LINE OF SAND CREEK AND THE MEANDER LINE AS SHOWN BY THE ORIGINAL GOVERNMENT SURVEY.
2. RIGHT, TITLE AND INTEREST OF THE STATE OF IDAHO WITHIN THE NATURAL BED OF SAND CREEK BELOW THE ORDINARY HIGH WATER LINE, AND ALSO EXCEPTING ANY ARTIFICIAL ACCRETIONS WATERWARD OF SAID ORDINARY LOW WATER LINE.
3. EASEMENT FOR RIGHT OF WAY GRANTED TO BONNER COUNTY, INST. NO. 59086, BK. 42 OF DEEDS, PG. 617. NOT SHOWN HEREON.
4. A PERPETUAL RIGHT OF WAY AND EASEMENT TO OVERFLOW, FLOOD AND SUBMERGE A PORTION OF THE SUBJECT PROPERTY GRANTED TO THE U.S.A. BY JUDGMENT ON DECLARATION OF TAKING, BK.12 OF JUDGMENTS, PG. 96, 8/11/1952.
5. A RAILROAD EASEMENT GRANTED TO SPOKANE INTERNATIONAL RAILROAD COMPANY, INST. NO. 48222, BK. 20 OF MISC., PG. 536, 2/10/1954. AS SHOWN HEREON.
6. A UTILITIES EASEMENT, 25' ON EACH SIDE OF THE POWER LINE, GRANTED TO PACIFIC POWER AND LIGHT CO., INST. NO. 60015, BK. 23 OF MISC, PG. 431, 1/24/1957. AS SHOWN HEREON.
7. A UTILITIES EASEMENT GRANTED TO THE CITY OF SANDPOINT, IDAHO, INST. NO. 438967, 1/18/1994. AS SHOWN HEREON.
8. ALL MATTERS, COVENANTS, EASEMENTS, ETC., AS DISCLOSED BY RECORD OF SURVEY, INST. NO. 513676, 11/6/1997.
9. A UTILITIES EASEMENT GRANTED TO MOUNTAIN STATES POWER CO., INST. NO. 517238, 1/12/1998. NOT SHOWN HEREON (BLANKET EASEMENT).
10. A UTILITIES EASEMENT GRANTED TO THE WASHINGTON WATER POWER COMPANY, INST. NO. 526964, 4/6/1998. NOT SHOWN HEREON.
11. A RIGHT OF WAY EASEMENT (BOYER AVE) GRANTED TO CITY OF SANDPOINT, INST. NO. 656515, 8/6/2004. AS SHOWN HEREON.

LEGEND

- SECTIONAL CORNER, AS NOTED.
- SET 5/8" X 24" REBAR AND CAP, PLS 6603
- FOUND ALUMINUM CAP, RLS 6019
- CALCULATED POINT, NOTHING SET
- [A] REFERENCE POINT "A" (SEE OWNERS' CERTIFICATE, SHEET 3)
- (2) BLOCK NUMBER (TYPICAL)

BASIS OF BEARING

THE BASIS OF BEARINGS FOR THIS SURVEY WAS ESTABLISHED BY GPS CONTROL COORDINATES DERIVED FROM NGS OPUS SOLUTIONS USING A REFERENCE FRAME OF NAD83 (2011)(EPOCH: 2010.000). ALL BEARINGS REFER TO THE IDAHO COORDINATE SYSTEM OF 1983, WEST ZONE, (1103) – US SURVEY FT. REFER TO THE DRAWING FOR SPECIFIC LINE AND MONUMENTS USED.

DISTANCES SHOWN HAVE BEEN CONVERTED FROM GRID TO GROUND USING A COMBINED ADJUSTMENT FACTOR (CAF) OF 1.00012095. GEODETIC NORTH IS AN ANGULAR ROTATION OF -0°36'09" AT THE CENTER 1/4 CORNER OF SECTION 15.

VICINITY MAP

GENERAL NOTES

A) SOLID WASTE SHALL BE THE RESPONSIBILITY OF THE LOT OWNERS.

B) WETLANDS ARE PRESENT ON THE SUBJECT PROPERTY AS DELINEATED BY TOM DUEBENDORFER, APRIL, 2020, AND LABELED HEREON. WETLANDS PER THE U.S. FISH & WILDLIFE, WETLAND INVENTORY MAPPING TOOL, ARE SHOWN APPROXIMATELY. WETLANDS ARE CATEGORIZED AS PEM1C, L2UBH, & PF01C.

C) THE PROPOSED LOTS ARE CATEGORIZED AS ZONE "X", WITH PORTIONS OF THE OPEN SPACE AREA LOCATED IN THE FLOOD ZONE "AE" ALONG SAND CREEK PER FEMA PANEL 16017C0716E, EFFECTIVE 11/18/2009.

D) ALL LAND WITHIN THE BOUNDARY OF THIS SHORT PLAT IS SUBJECT TO THE FINDINGS AND CONDITIONS OF APPROVAL OF PS20-0003 (UNIVERSITY PARK SUBDIVISION) AND ALL PROVISIONS AND REQUIREMENTS OF THE DEVELOPMENT AGREEMENTS BETWEEN THE CITY OF SANDPOINT, K-M ENTERPRISES OF IDAHO, LLC, AND M&W HOLDINGS, LLC, DATED __/__/____ AND RECORDED AS INSTRUMENT NO.s _____ AND _____. ANY FUTURE SUBDIVISION OR REPLAT OF ALL LAND WITHIN THE BOUNDARY OF THIS SHORT PLAT WILL ALSO BE SUBJECT TO THE PROVISIONS AND REQUIREMENTS OF THE AFOREMENTIONED DOCUMENTS.

E) FUTURE DEVELOPMENT OF LOT 1 OF BLOCK 2 SHALL BE SUBJECT TO THE PROVISIONS OF THE ZONING DISTRICT AT THE TIME OF DEVELOPMENT AND CONTINGENT UPON LEGAL ACCESS TO HWY. 2 PER THE REQUIREMENTS OF THE IDAHO TRANSPORTATION DEPARTMENT. NO BUILDING PERMIT SHALL BE ISSUED FOR LOT 1 OF BLOCK 2 UNTIL SATISFACTORY PROOF OF ACCESS HAS BEEN PROVIDED AND ACCEPTED BY THE CITY OF SANDPOINT.

RECORD REFERENCES

(R1) RECORD OF SURVEY, PLS 882, INST. NO. 215514, 6/18/1979
(R2) RECORD OF SURVEY, PLS 882, INST. NO. 454845, 10/28/1994
(R3) SAND CREEK PLACE, BK. 4, PG. 95, INST. NO. 378125, 7/23/1990
(R4) REPLAT OF LOT 4 SAND CREEK PLACE, BK. 4, PG. 182, INST. NO. 433572, 10/12/1993
(R5) RECORD OF SURVEY, PLS 5578, INST. NO. 513676, 11/6/1997
(R6) RECORD OF SURVEY, PLS 5087, INST. NO. 554275, 10/26/1999
(R7) PIETSCH SUBDIVISION, BK. 6, PG. 93, INST. NO. 565859, 6/27/2000
(R8) RECORD OF SURVEY, PLS 10677, INST. NO. 808432, 4/14/2011
(R9) RECORD OF SURVEY, PLS 14879, INST. NO. 918022, 12/21/2017

SURVEYOR'S NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE THAT PARCEL DESCRIBED IN WARRANTY DEED, INST. NO. 950253, INTO 3 CONFORMING LOTS BY MEANS OF THE CITY OF SANDPOINT SHORT PLAT PROCESS.

PRELIMINARY — NOT FOR CONSTRUCTION — PROFESSIONAL LAND SURVEYOR — REGISTERED — STATE OF IDAHO — T. L. TOLDNESS

1/4	Section	Township	Range
	15	57 N	2 W

PROJECT # 19-120 McDONNELL
DRAWING NAME: 19-120 University Place

UNIVERSITY PLACE

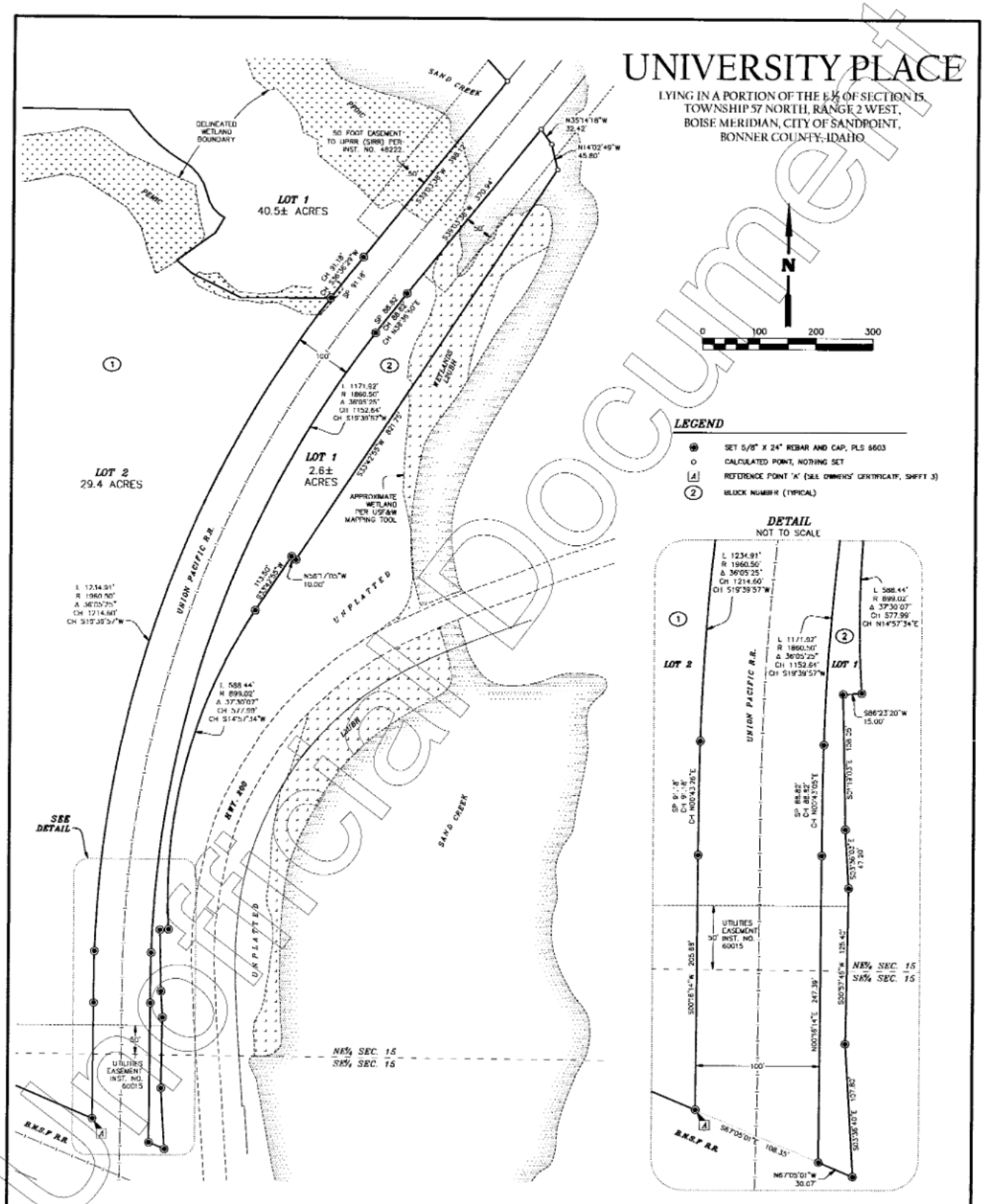
CLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-265-4474

Scale: 1"=200'
Checked By: SLT
Drawn By: STO
Plot Date: 8/11/2021
Sheet: 1 of 3

Unofficial Document

UNIVERSITY PLACE

LYING IN A PORTION OF THE E½ OF SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO



LEGEND

- SET 5/8" X 24" REBAR AND CAP, PLS 6603
- CALCULATED POINT, NOTHING SET
- REFERENCE POINT 'A' (SEE OWNERS' CERTIFICATE, SHEET 3)
- BLOCK NUMBER (TYPICAL)

DETAIL

NOT TO SCALE

Unofficial Document

PROFESSIONAL LAND SURVEYOR REGISTERED STATE OF IDAHO T. L. TOLDNESS

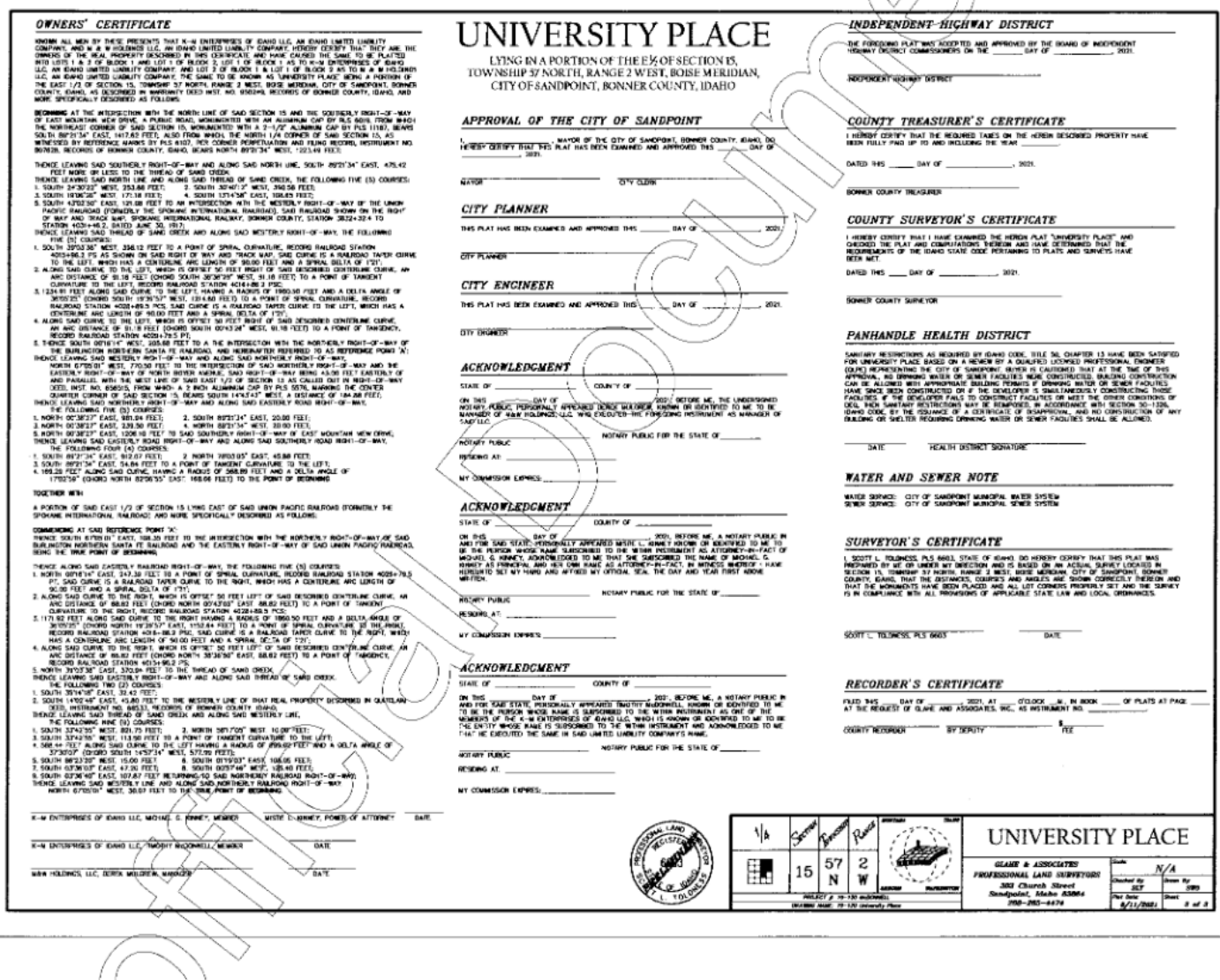
N/A	Section	Township	Range
	15	57 N	2 W

PROJECT #: 19-120 McDONNELL
DRAWING NAME: 19-120 University Place

UNIVERSITY PLACE

CLARK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-265-4474

Scale: 1"=100'
Checked By: SLT
Drawn By: SWO
Plot Date: 8/11/2021
Sheet: 2 of 3



UNIVERSITY PLACE

LYING IN A PORTION OF THE E½ OF SECTION 15,
TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN,
CITY OF SANDPOINT, BONNER COUNTY, IDAHO

OWNERS' CERTIFICATE

KNOWN ALL MEN BY THESE PRESENTS THAT K-M ENTERPRISES OF IDAHO LLC, AN IDAHO LIMITED LIABILITY COMPANY, AND M & M HOLDINGS LLC, AN IDAHO LIMITED LIABILITY COMPANY, HEREBY CERTIFY THAT THEY ARE THE OWNERS OF THE REAL PROPERTY DESCRIBED IN THIS CERTIFICATE, AND HAVE CAUSED THE SAME TO BE PLATTED INTO LOTS 1 & 3 OF BLOCK 1 AND LOT 1 OF BLOCK 2, LOT 1 OF BLOCK 1 AS TO K-M ENTERPRISES OF IDAHO LLC, AN IDAHO LIMITED LIABILITY COMPANY, AND LOT 2 OF BLOCK 1 & LOT 1 OF BLOCK 2 AS TO M & M HOLDINGS LLC, AN IDAHO LIMITED LIABILITY COMPANY, THE SAME TO BE KNOWN AS UNIVERSITY PLACE BEING A PORTION OF THE EAST 1/2 OF SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO, AS DESCRIBED IN WARRANTY DEED INST. NO. 970014, RECORDS OF BONNER COUNTY, IDAHO, AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION WITH THE NORTH LINE OF SAID SECTION 15 AND THE SOUTHERLY RIGHT-OF-WAY OF EAST MOUNTAIN VIEW DRIVE, A PUBLIC ROAD, MONUMENTED WITH AN ALUMINUM CAP BY PLS 8005 FROM WHICH THE NORTHEAST CORNER OF SAID SECTION 15, MONUMENTED WITH A 2-1/2" ALUMINUM CAP BY PLS 11187, BEARS SOUTH 89°21'34" EAST, 1417.63 FEET, ALSO FROM WHICH THE NORTH 1/4 CORNER OF SAID SECTION 15, AS WITNESSED BY REFERENCE ANGLE BY PLS 6107, PER CORNER PERPETUATION AND FILING RECORD, INSTRUMENT NO. 890128, RECORDS OF BONNER COUNTY, IDAHO, BEARS NORTH 89°21'34" WEST, 1223.49 FEET;

THENCE LEAVING SAID SOUTHERLY RIGHT-OF-WAY AND ALONG SAID NORTH LINE, SOUTH 89°21'34" EAST, 475.42 FEET MORE OR LESS TO THE THREAD OF SAND CREEK;
THENCE LEAVING SAID NORTH LINE AND ALONG SAID THREAD OF SAND CREEK, THE FOLLOWING FIVE (5) COURSES:
1. SOUTH 24°30'22" WEST, 253.86 FEET;
2. SOUTH 30°40'17" WEST, 390.58 FEET;
3. SOUTH 19°36'28" WEST, 171.18 FEET;
4. SOUTH 13°14'34" EAST, 108.65 FEET;
5. SOUTH 43°02'30" EAST, 121.08 FEET TO AN INTERSECTION WITH THE WESTERLY RIGHT-OF-WAY OF THE UNION PACIFIC RAILROAD (FORMERLY THE SPOKANE INTERNATIONAL RAILROAD), SAID RAILROAD SHOWN ON THE RIGHT OF WAY AND TRACK MAP, SPOKANE INTERNATIONAL RAILWAY, BONNER COUNTY, STATION 3822+32.4 TO STATION 4031+48.2, DATED JUNE 30, 1917;
THENCE LEAVING SAID THREAD OF SAND CREEK AND ALONG SAID WESTERLY RIGHT-OF-WAY, THE FOLLOWING FIVE (5) COURSES:
1. SOUTH 39°53'36" WEST, 356.12 FEET TO A POINT OF SPIRAL CURVATURE, RECORD RAILROAD STATION 4035+98.3 PS, AS SHOWN ON SAID RIGHT OF WAY AND TRACK MAP, SAID CURVE IS A RAILROAD TAPER CURVE TO THE LEFT, WHICH HAS A CENTERLINE ARC LENGTH OF 90.00 FEET AND A SPIRAL DELTA OF 1°21';
2. ALONG SAID CURVE TO THE LEFT, WHICH IS OFFSET 50 FEET RIGHT OF SAID DESCRIBED CENTERLINE CURVE, AN ARC DISTANCE OF 91.18 FEET (CHORD SOUTH 38°36'29" WEST, 91.18 FEET) TO A POINT OF TANGENT CURVATURE TO THE LEFT, RECORD RAILROAD STATION 4014+88.2 PSC;
3. 1334.91 FEET ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 1950.30 FEET AND A DELTA ANGLE OF 39°55'25" (CHORD SOUTH 19°36'57" WEST, 1309.60 FEET) TO A POINT OF SPIRAL CURVATURE, RECORD RAILROAD STATION 4028+89.5 PCS, SAID CURVE IS A RAILROAD TAPER CURVE TO THE LEFT, WHICH HAS A CENTERLINE ARC LENGTH OF 90.00 FEET AND A SPIRAL DELTA OF 1°21';
4. ALONG SAID CURVE TO THE LEFT, WHICH IS OFFSET 50 FEET RIGHT OF SAID DESCRIBED CENTERLINE CURVE, AN ARC DISTANCE OF 91.18 FEET (CHORD SOUTH 00°43'24" WEST, 91.18 FEET) TO A POINT OF TANGENCY, RECORD RAILROAD STATION 4020+79.5 PT;
5. THENCE SOUTH 00°16'41" WEST, 205.68 FEET TO A THE INTERSECTION WITH THE NORTHERLY RIGHT-OF-WAY OF THE BURLINGTON NORTHERN SANTA FE RAILROAD, AND HEREINAFTER REFERRED TO AS REFERENCE POINT 'A';

THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY AND ALONG SAID NORTHERLY RIGHT-OF-WAY, NORTH 67°05'01" WEST, 770.58 FEET TO THE INTERSECTION OF SAID NORTHERLY RIGHT-OF-WAY AND THE EASTERLY RIGHT-OF-WAY OF NORTH RIVER AVENUE, SAID RIGHT-OF-WAY BEING 43.00 FEET EASTERLY OF AND PARALLEL WITH THE WEST LINE OF SAID EAST 1/2 OF SECTION 15 AS CALLED OUT IN RIGHT-OF-WAY DEED, INST. NO. 696525, FROM WHICH A 2 INCH ALUMINUM CAP BY PLS 5576, MARKING THE CENTER QUARTER CORNER OF SAID SECTION 15, BEARS SOUTH 14°43'43" WEST, A DISTANCE OF 184.88 FEET;
THENCE LEAVING SAID NORTHERLY RIGHT-OF-WAY AND ALONG SAID EASTERLY ROAD RIGHT-OF-WAY, THE FOLLOWING FIVE (5) COURSES:
1. NORTH 00°38'27" EAST, 881.94 FEET;
2. SOUTH 89°21'34" EAST, 20.00 FEET;
3. NORTH 00°38'27" EAST, 339.50 FEET;
4. NORTH 89°21'34" WEST, 30.00 FEET;
5. NORTH 00°38'27" EAST, 1206.55 FEET TO SAID SOUTHERLY RIGHT-OF-WAY OF EAST MOUNTAIN VIEW DRIVE;

THENCE LEAVING SAID EASTERLY ROAD RIGHT-OF-WAY AND ALONG SAID SOUTHERLY ROAD RIGHT-OF-WAY, THE FOLLOWING FOUR (4) COURSES:
1. SOUTH 89°21'34" EAST, 912.07 FEET;
2. NORTH 78°03'05" EAST, 45.88 FEET;
3. SOUTH 89°21'34" EAST, 514.84 FEET TO A POINT OF TANGENT CURVATURE TO THE LEFT;
4. 199.29 FEET ALONG SAID CURVE, HAVING A RADIUS OF 568.89 FEET AND A DELTA ANGLE OF 17°58'58" (CHORD NORTH 82°06'55" EAST, 198.66 FEET) TO THE POINT OF BEGINNING

TOGETHER WITH

A PORTION OF SAID EAST 1/2 OF SECTION 15 LYING EAST OF SAID UNION PACIFIC RAILROAD (FORMERLY THE SPOKANE INTERNATIONAL RAILROAD) AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

COMMENCING AT SAID REFERENCE POINT 'A';
THENCE SOUTH 67°05'01" EAST, 198.20 FEET TO THE INTERSECTION WITH THE NORTHERLY RIGHT-OF-WAY OF SAID BURLINGTON NORTHERN SANTA FE RAILROAD AND THE EASTERLY RIGHT-OF-WAY OF SAID UNION PACIFIC RAILROAD, BEING THE **TRUE POINT OF BEGINNING**;

THENCE ALONG SAID EASTERLY RAILROAD RIGHT-OF-WAY, THE FOLLOWING FIVE (5) COURSES:
1. NORTH 00°16'41" EAST, 247.38 FEET TO A POINT OF SPIRAL CURVATURE, RECORD RAILROAD STATION 4029+79.5 PT, SAID CURVE IS A RAILROAD TAPER CURVE TO THE RIGHT, WHICH HAS A CENTERLINE ARC LENGTH OF 90.00 FEET AND A SPIRAL DELTA OF 1°21';
2. ALONG SAID CURVE TO THE RIGHT, WHICH IS OFFSET 50 FEET LEFT OF SAID DESCRIBED CENTERLINE CURVE, AN ARC DISTANCE OF 88.82 FEET (CHORD NORTH 00°43'03" EAST, 88.82 FEET) TO A POINT OF TANGENT CURVATURE TO THE RIGHT, RECORD RAILROAD STATION 4028+88.5 PCS;
3. 1171.92 FEET ALONG SAID CURVE TO THE RIGHT HAVING A RADIUS OF 1950.30 FEET AND A DELTA ANGLE OF 34°25'25" (CHORD NORTH 19°36'57" EAST, 1153.84 FEET) TO A POINT OF SPIRAL CURVATURE, RECORD RAILROAD STATION 4016+88.2 PSC, SAID CURVE IS A RAILROAD TAPER CURVE TO THE RIGHT, WHICH HAS A CENTERLINE ARC LENGTH OF 90.00 FEET AND A SPIRAL DELTA OF 1°21';
4. ALONG SAID CURVE TO THE RIGHT, WHICH IS OFFSET 50 FEET LEFT OF SAID DESCRIBED CENTERLINE CURVE, AN ARC DISTANCE OF 88.82 FEET (CHORD NORTH 38°36'56" EAST, 88.82 FEET) TO A POINT OF TANGENCY, RECORD RAILROAD STATION 4013+96.2 PT;
5. NORTH 39°53'36" EAST, 370.04 FEET TO THE THREAD OF SAND CREEK;

THENCE LEAVING SAID EASTERLY RIGHT-OF-WAY AND ALONG SAID THREAD OF SAND CREEK, THE FOLLOWING TWO (2) COURSES:
1. SOUTH 35°14'18" EAST, 32.42 FEET;
2. SOUTH 14°50'48" EAST, 45.80 FEET TO THE WESTERLY LINE OF THAT REAL PROPERTY DESCRIBED IN QUITCLAIM DEED, INSTRUMENT NO. 846531, RECORDS OF BONNER COUNTY, IDAHO;

THENCE LEAVING SAID THREAD OF SAND CREEK AND ALONG SAID WESTERLY LINE, THE FOLLOWING NINE (9) COURSES:
1. SOUTH 33°42'35" WEST, 801.75 FEET;
2. SOUTH 39°42'55" WEST, 113.50 FEET TO A POINT OF TANGENT CURVATURE TO THE LEFT;
4. 568.44 FEET ALONG SAID CURVE TO THE LEFT HAVING A RADIUS OF 899.62 FEET AND A DELTA ANGLE OF 37°30'07" (CHORD SOUTH 14°57'34" WEST, 577.39 FEET);
5. SOUTH 86°23'30" WEST, 15.00 FEET;
6. SOUTH 01°59'03" EAST, 108.05 FEET;
7. SOUTH 03°36'03" EAST, 67.36 FEET;
8. SOUTH 00°57'46" WEST, 125.40 FEET;
9. SOUTH 03°36'40" EAST, 107.87 FEET RETURNING TO SAID NORTHERLY RAILROAD RIGHT-OF-WAY;

THENCE LEAVING SAID WESTERLY LINE AND ALONG SAID NORTHERLY RAILROAD RIGHT-OF-WAY, NORTH 67°05'01" WEST, 38.07 FEET TO THE **TRUE POINT OF BEGINNING**.

K-M ENTERPRISES OF IDAHO LLC, MICHAEL G. KINNEY, MEMBER — MISTIE D. KINNEY, POWER-OF-ATTORNEY — DATE

K-M ENTERPRISES OF IDAHO LLC, TIMOTHY MACDONELL, MEMBER — DATE

M&M HOLDINGS, LLC, DEREK MOLDREM, MANAGER — DATE

APPROVAL OF THE CITY OF SANDPOINT

I, _____, MAYOR OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, DO HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

MAYOR — CITY CLERK

CITY PLANNER

THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

CITY PLANNER

CITY ENGINEER

THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 2021.

CITY ENGINEER

ACKNOWLEDGMENT

STATE OF _____ COUNTY OF _____

ON THIS _____ DAY OF _____, 2021, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED DEREK MOLDREM, KNOWN OR IDENTIFIED TO ME TO BE MANAGER OF M&M HOLDINGS LLC, WHO EXECUTED THE FOREGOING INSTRUMENT AS MANAGER OF SAID LLC.

NOTARY PUBLIC FOR THE STATE OF _____
NOTARY PUBLIC
RESIDING AT: _____
MY COMMISSION EXPIRES: _____

ACKNOWLEDGMENT

STATE OF _____ COUNTY OF _____

ON THIS _____ DAY OF _____, 2021, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED MISTIE L. KINNEY KNOWN OR IDENTIFIED TO ME TO BE THE PERSON WHOSE NAME SUBSCRIBED TO THE WITHIN INSTRUMENT AS ATTORNEY-IN-FACT OF MICHAEL G. KINNEY, ACKNOWLEDGED TO ME THAT SHE SUBSCRIBED THE NAME OF MICHAEL G. KINNEY AS PRINCIPAL AND HER OWN NAME AS ATTORNEY-IN-FACT, IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL, THE DAY AND YEAR FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR THE STATE OF _____
NOTARY PUBLIC
RESIDING AT: _____
MY COMMISSION EXPIRES: _____

ACKNOWLEDGMENT

STATE OF _____ COUNTY OF _____

ON THIS _____ DAY OF _____, 2021, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED TIMOTHY MACDONELL, KNOWN OR IDENTIFIED TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT AS ONE OF THE MEMBERS OF THE K-M ENTERPRISES OF IDAHO LLC, WHICH IS KNOWN OR IDENTIFIED TO ME TO BE THE ENTITY WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN SAID LIMITED LIABILITY COMPANY'S NAME.

NOTARY PUBLIC FOR THE STATE OF _____
NOTARY PUBLIC
RESIDING AT: _____
MY COMMISSION EXPIRES: _____

INDEPENDENT HIGHWAY DISTRICT

THE FOREGOING PLAT WAS ACCEPTED AND APPROVED BY THE BOARD OF INDEPENDENT HIGHWAY DISTRICT COMMISSIONERS ON THE _____ DAY OF _____, 2021.

INDEPENDENT HIGHWAY DISTRICT

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THE REQUIRED TAXES ON THE HEREIN DESCRIBED PROPERTY HAVE BEEN FULLY PAID UP TO AND INCLUDING THE YEAR _____.

DATED THIS _____ DAY OF _____, 2021.

BONNER COUNTY TREASURER

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT "UNIVERSITY PLACE" AND CHECKED THE PLAT AND COMPUTATIONS THEREON AND HAVE DETERMINED THAT THE REQUIREMENTS OF THE IDAHO STATE CODE PERTAINING TO PLATS AND SURVEYS HAVE BEEN MET.

DATED THIS _____ DAY OF _____, 2021.

BONNER COUNTY SURVEYOR

PANHANDLE HEALTH DISTRICT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED FOR UNIVERSITY PLACE BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (QLPE) REPRESENTING THE CITY OF SANDPOINT. BUYER IS CAUTIONED THAT AT THE TIME OF THIS APPROVAL, NO DRINKING WATER OR SEWER FACILITIES WERE CONSTRUCTED. BUILDING CONSTRUCTION CAN BE ALLOWED WITH APPROPRIATE BUILDING PERMITS IF DRINKING WATER OR SEWER FACILITIES HAVE SINCE BEEN CONSTRUCTED OR IF THE DEVELOPER IS SIMULTANEOUSLY CONSTRUCTING THOSE FACILITIES. IF THE DEVELOPER FAILS TO CONSTRUCT FACILITIES OR MEET THE OTHER CONDITIONS OF DEQ, THEN SANITARY RESTRICTIONS MAY BE REIMPOSED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND NO CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRING DRINKING WATER OR SEWER FACILITIES SHALL BE ALLOWED.

DATE — HEALTH DISTRICT SIGNATURE

WATER AND SEWER NOTE

WATER SERVICE: CITY OF SANDPOINT MUNICIPAL WATER SYSTEM
SEWER SERVICE: CITY OF SANDPOINT MUNICIPAL SEWER SYSTEM

SURVEYOR'S CERTIFICATE

I, SCOTT L. TOLGNESS, PLS 6663, STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED ON AN ACTUAL SURVEY LOCATED IN SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN CORRECTLY THEREON AND THAT THE MONUMENTS HAVE BEEN PLACED AND ALL LOT CORNERS PROPERLY SET AND THE SURVEY IS IN COMPLIANCE WITH ALL PROVISIONS OF APPLICABLE STATE LAW AND LOCAL ORDINANCES.

SCOTT L. TOLGNESS, PLS 6663 — DATE

RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2021, AT _____ O'CLOCK _____ M. IN BOOK _____ OF PLATS AT PAGE _____ AT THE REQUEST OF GLAHE AND ASSOCIATES, INC., AS INSTRUMENT NO. _____.

COUNTY RECORDER — BY DEPUTY — $ FEE

1/4	Section	Township	Range	UNIVERSITY PLACE
	15	57 N	2 W	GLAHE & ASSOCIATES, PROFESSIONAL LAND SURVEYORS, 302 Church Street, Sandpoint, Idaho 83864, 208-265-6474

Scale: N/A | Checked by: SLT | Drawn By: SBG | Plot Date: 8/11/2021 | Sheet: 1 of 1

Unofficial Document

EXHIBIT D
Construction Schedule

	Activity	Est. Start	Est. Completion
Phase II			
A	Sewer / Water	5/2021	10/2021
B	Stormwater	5/2021	10/2021
C	Street/Frontage	5/2021	10/2021
D	Boyer Avenue	5/2021	10/2021
D	East Mountain View	5/2021	10/2021
E	Final Plat	5/2021	10/2021
Phase IV			
A	*Rezone	1/2021	3/2021
B	Sewer / Water	5/2022	5/2024
C	Stormwater	5/2022	5/2024
D	Street/Frontage	5/2022	5/2025
E	Boyer – Rt. Turn Lane**	TBD**	TBD**
F	Final Plat	10/2022	12/2025

Unofficial Document

October 23, 2021

Derek Mulgrew
M&W Holdings, LLC
809 West Main Street, Unit 303
Spokane, WA 99201

Project: **University Place Subdivision**
RE: **Development Agreement (Instrument No. 991044), Request for Revision**

Dear Mr. Mulgrew,

The purpose of this letter is to formally respond to your request for a revision to the recorded Development Agreement, Instrument No. 991044. Specifically, Section 12.d.1 requires "*Prior to a certificate of occupancy being issued on Phase II, but no later than 2025, the Developer is to reconstruct the eastern portion of the North Boyer Avenue right-of-way along the property frontage, in general accordance with Original DA Exhibit B (concept plan/section - not for construction).*" On October 6, 2021, you requested this provision be modified to require the North Boyer Avenue improvements be completed by September 15th, 2022 and that the correlation to the Phase 2 Certificate of Occupancies be omitted.

Section 12.a provides City staff authority to administratively revise terms if City staff determine that the revision is minor. This requested revision meets the intent of the original terms of the Development Agreement which was to ensure that the roadway improvements were completed prior to a substantial increase in trips generated from occupied homes. To date, no building permits have been issued for Phase 2 and it is impractical that a substantial increase in trips will occur before September 15, 2022. Therefore, staff have determined that the requested revision is considered minor in nature. This letter serves to document approval of the request.

Condition 12.d.1 of the above referenced Development Agreement is hereby modified to delete and replace the first sentence with the following:

"*Prior to September 15, 2022, the Developer is to reconstruct the eastern portion of the North Boyer Avenue right-of-way along the property frontage, in general accordance with Original DA Exhibit B (concept plan/section - not for construction).*"

Please don't hesitate to reach out with questions or concerns.

Sincerely,



Amanda Wilson
Infrastructure & Development Services Director
awilson@sandpointidaho.gov | Direct: 208.263.3411

CC: Mayor Rognstad
Jennifer Stapleton, City Administrator

CITY OF SANDPOINT

1123 LAKE ST, SANDPOINT, ID 83864-1714
Phone: (208) 263-3428

2024 Construction Permit

Know what's below. Call before you dig.

PERMIT #: P2021-0709 **ISSUED: 04/16/2024** **EXPIRES: 11/01/2024**

LOCATION:	OWNER:	ISSUED TO:
2022 NKA - PH 4 UNI PLACE Zoning:	M&W Holdings, LLC. 809 W Main #303 Spokane, WA 99201 **Phone:** (509) 499-0937 **Fax:**	SONRAY ENTERPRISES LLC 217 CEDAR ST #185 SANDPOINT, ID 83864 **Phone:** (208) 263-4337 **License:**

Work Description:

Public Infrastructure Roadway, Curb, Sidewalk and related ROW improvements), for Phase 4 of the University Park (Place) development.

Stipulations

This permit is a binding contract, including any approved for construction plans ("Approved for Construction") incorporated herein. The permittee shall not modify the plans or vary from the terms of this permit without notifying the City Engineer and obtaining pre-approval. Please be advised that once the permit is issued, you will have 10 business days to object to any term or condition of the permit. A failure to object, in writing, within 10 business days is deemed an acceptance of ALL terms and conditions of the issued permit. Please ensure to review all conditions included on subsequent pages of this permit.

AMENDED 4/16/2024 by Brandon Staglund: authorizes Sonray Enterprises to perform the work, no other contractor is authorized as part of this amendment. Roadway plans prepared by Ryan Luttmann, P.E. dated 9/16/2021.

AMENDED 8/23/2022: This permit authorizes Advanced Dirt Works & Development, LLC to perform the Work in accordance with the University Place, Phase 4 Approved for Construction engineered plans (dated June 6, 2022), designed and stamped by Scott Brown, P.E (Engineer) and N Boyer Avenue Frontage Improvements (dated August 31, 2021), designed and stamped by Scott Brown, P.E (Engineer).

AMENDED 10/5/2022: Work is authorized in accordance with the approved N Boyer Turn Lane at Moscow St plan (dated September 27, 2022), deisgn and stamped by Scott Brown, P.E. as a temporary phase until the development agreement is otherwise ameneded.

AMENDED 8/23/2022: Record drawings for the project shall clearly certify the final limits constructed by the Contractor for warranty purposes. No other Contractors are authorized to perform the Work.

The City of Sandpoint submitted the required QLPE Checklist to IDEQ on October 11, 2021 for the water main and gravity sewer extensions.

NO REVISIONS SHALL BE MADE TO THESE PLANS WITHOUT THE APPROVAL OF THE CITY AND ENGINEER OF RECORD.

CITY OF SANDPOINT

1123 LAKE ST, SANDPOINT, ID 83864-1714
Phone: (208) 263-3428

Know what's below. Call before you dig.

2024 Construction Permit

PERMIT #: PPIP24-0024 **ISSUED: 06/14/2024** **EXPIRES: 12/11/2024**

LOCATION:	OWNER:	ISSUED TO:
2022 NKA - PH 4 UNI PLACE Zoning:	M&W Holdings, LLC. 809 W Main #303 Spokane, WA 99201 **Phone:** (509) 499-0937 **Fax:**	SONRAY ENTERPRISES LLC 217 CEDAR ST #185 SANDPOINT, ID 83864 **Phone:** (208) 263-4337 **License:** 038523

Work Description:

Water & Sewer Main Extensions per plans prepared by Scott Brown, P.E. dated 6/10/2024 and approved by City of Sandpoint on 6/13/2024.

Stipulations

This permit is a binding contract, including any approved for construction plans ("Approved for Construction") incorporated herein. The permittee shall not modify the plans or vary from the terms of this permit without notifying the City Engineer and obtaining pre-approval. Please be advised that once the permit is issued, you will have 10 business days to object to any term or condition of the permit. A failure to object, in writing, within 10 business days is deemed an acceptance of ALL terms and conditions of the issued permit. Please ensure to review all conditions included on subsequent pages of this permit.

This permit authorizes the contractor named above to perform the Work in accordance with the Providence Subdivision Water Construction Documents, prepared by Scott Brown, P.E. dated 6/10/2024 and approved by City of Sandpoint on 6/13/2024. Approved plans were submitted to Idaho Department of Environmental Quality on 6/14/2024.

NO REVISIONS SHALL BE MADE TO THESE PLANS WITHOUT THE APPROVAL OF THE CITY.

ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPWC) LATEST EDITION to include inspections, testing, and certifications by the Contractor. The design engineer is required to provide any construction oversight they deem necessary to certify that the water main extension was completed in accordance with the approved plans and Idaho State Rules & Regulations at the conclusion of the projecct.

No water mains or services shall be tapped without the City being present prior to and during the work.

Contractor to install the complete water service/meter connection as indicated on the approved plans. No water meters will be installed and no services will be activated/turned on by the City until a water user account has been established, addresses have been established by Bonner County, meter fees have been paid, and evidence of an Idaho State Plumbing permit has been provided to the City.

The permit requires that the Contractor maintain their Public Works Contractor License, Type 4 – Specialty

Construction, Category 02500-Utilities, until all Work is completed and accepted by the City, and through the warranty period. Additionally, General Commercial Liability coverage shall be maintained providing minimum limits of $1 million per occurrence and $2 million aggregate and naming the City of Sandpoint as an additionally insured.

Costs for the Work are borne by the Owner/Developer. Permit fees represent the Application Fee for administrative review, processing, fee in lieu for valves, and inspection costs. Fees for NUFFs, meters, and transponders will be assess prior to activating accounts/services.

Prior to City acceptance or activation of the Public Infrastructure, the following shall be provided: (1) a letter signed by a professional engineer, licensed in Idaho, shall be provided to the City stating that all Work was completed in accordance with the plans and ISPWC; (2) and Contractor shall provide as-built records, all testing reports, and (3) and a warranty bond in the amount of 20% of the Work, for a period of two-years for all public infrastructure.

The permittee has a duty to ensure continuous compliance with all conditions of the approved plan permit, as well as all of the applicable provisions of City Code and appropriate state and federal requirements.

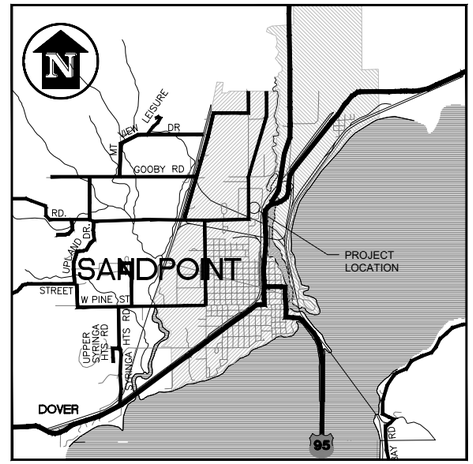
WATER AND SEWER PLANS APPROVED FOR CONSTRUCTION
BRANDON STAGLUND, P.E.
CIVIL ENGINEER, CITY OF SANDPOINT
06/13/2024

UNIVERSITY PLACE PHASE 4A
WATER AND SEWER PLANS

(PARCEL RPS00000151250A)

SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, BONNER COUNTY, IDAHO





VICINITY MAP
NOT TO SCALE

NOTES

1. ALL WORK SHALL CONFORM TO THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (2020) AND THE PROJECT SPECIFICATIONS SHOWN ON THESE PLANS.
2. CONTRACTOR SHALL FIELD VERIFY THE LOCATION OF ALL EXISTING SITE ELEMENTS SHOWN ON THESE PLANS AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES BEFORE BEGINNING WORK.
3. TOPOGRAPHIC SURVEY WAS PREPARED BY GLAHE & ASSOCIATES. THE ENGINEER CERTIFYING THESE DRAWINGS HAS NOT VERIFIED THE ACCURACY OF THE SURVEY. THE CONTRACTOR SHALL VERIFY ELEVATIONS AND PROPERTY LINE LOCATIONS WITH THE PROJECT SURVEYOR PRIOR TO BEGINNING CONSTRUCTION. IT IS RECOMMENDED THAT ALL EXISTING SURVEY MONUMENTS BE IDENTIFIED IN THE FIELD PRIOR TO CONSTRUCTION.
4. THE LOCATION OF EXISTING UTILITIES SHOWN IS APPROXIMATE. THE CONTRACTOR SHALL VERIFY EXISTING UTILITY LOCATIONS PROPER TO CONSTRUCTION.
5. DISTURBED SURVEY MONUMENTS DURING CONSTRUCTION SHALL BE RESET BY A LICENSED IDAHO SURVEYOR AT THE CONTRACTOR'S EXPENSE.

DRAWING INDEX

SHEET #	TITLE
1	COVER SHEET AND OVERALL SITE PLAN
2	LEGEND, PROJECT SPECIFICATIONS
3	WATER AND SEWER MAIN PLAN
4	SEWER MAIN PROFILES
5	WATER MAIN PROFILES
6	DETAILS
7	DETAILS

CALL
2 WORKING DAYS
BEFORE YOU DIG!

Bonner Boundary One Call
811

PROFESSIONAL ENGINEER REGISTERED 8607 6/10/2024 STATE OF IDAHO B. SCOTT BROWN

No.	DATE:	REVISION	DRN/CHK

James A. Sewell and Associates, LLC
1319 NORTH DIVISION AVENUE
SANDPOINT, IDAHO 83864
(208) 263-4160

SHEET TITLE: COVER SHEET

PROJECT: UNIVERSITY PLACE PHASE 4A
BONNER COUNTY, IDAHO

DATE:	06-06-2024
SCALE:	AS SHOWN
DESIGNED:	BSB
DRAWN:	NCF
CHECKED:	BSB
PROJ NO.:	13451-21-001
CAD FILE:	E-M&W

WATER SPECIFICATIONS

GENERAL - CONSTRUCTION OF WATER SYSTEMS SHALL CONFORM TO THE REQUIREMENTS OF THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPWC), CITY OF SANDPOINT, THE IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE PANHANDLE HEATH DISTRICT. IN CASE OF CONFLICT BETWEEN AGENCY REQUIREMENTS, THE MORE RESTRICTIVE REQUIREMENT SHALL GOVERN. ALL MATERIALS SHALL CONFORM TO THE APPLICABLE SECTIONS OF THE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARDS LATEST EDITION, AND THE AMERICAN SOCIETY OF TESTING AND MATERIALS (ASTM), OR AS OTHERWISE SPECIFIED.

WATER PIPELINE - WATER DISTRIBUTION PIPELINES SHALL MEET THE REQUIREMENTS OF AWWA C900 WITH MAXIMUM DIMENSION RATIO OF 18. COUPLING JOINTS SHALL BE BELL AND SPIGOT TYPE WITH ELASTOMERIC GASKETED FITTINGS. SERVICE LINES SHALL BE POLYETHYLENE PE3408 WITH MAXIMUM DIMENSION RATIO OF 9 (200PSI). WATER MAIN SHALL HAVE A MIN. 5' OF COVER.

PIPE FITTINGS - PIPE FITTINGS SHALL BE CLASS 250 MECHANICAL JOINT CEMENT MORTAR LINED CAST IRON OR DUCTILE IRON CONFORMING TO AWWA C110. END CONNECTIONS SHALL BE EITHER FLANGED OR MECHANICAL JOINT CONFORMING TO AWWA STANDARD C-111. M.J. FITTINGS SHALL CONFORM TO AWWA C111 USING TRANSITION GASKETS FOR CONNECTION TO ASTM PVC PIPE. POLYETHYLENE PIPE SHALL USE FITTINGS APPROVED FOR USE WITH THE SPECIFIC PIPE TYPE.

VALVES - GATE VALVES SHALL CONFORM TO AWWA C-509. VALVES SHALL HAVE FULLY ENCAPSULATED, RESILIENT WEDGE, USING NONRISING STEMS AND "O" RING SEALS AND ENDS AS NOTED. VALVES SHALL BE "AFCO" BRAND, OR EQUAL. VALVE BODY SHALL BE COATED WITH A FUSION-BONDED EPOXY, COATED TO A MINIMUM DRY FILM THICKNESS OF 10 MILS. VALVES SHALL INCLUDE A TWO PIECE CAST IRON VALVE BOX SUITABLE FOR THE BURIAL DEPTH REQUIRED. VALVE BOXES SHALL INCLUDE A CAP MARKED "WATER."

CURB STOPS - CURB STOPS SHALL BE 175 LB. VALVES, AND SHALL BE MUELLER MARK II ORISEAL CURB VALVE, OR EQUAL. CURB STOPS SHALL INCLUDE A PLASTIC SCREW TYPE CURB BOX WITH ARCH PATTERN BASE.

SERVICE CONNECTION - CONNECTION OF SERVICE LINE TO MAIN LINE SHALL BE MADE WITH A MAIN LINE SIZE TAPPING SADDLE. THE SADDLE SHALL BE EQUIPPED WITH DOUBLE STRAPS AND SERVICE SIZED POLYETHYLENE PACK JOINT TYPE PIPE FITTING, AND SHALL BE APPROVED BY THE MANUFACTURER OF THE TYPE OF PIPE APPLIED TO. THE PIPE SHALL BE CONNECTED IN A MANNER APPROVED BY THE MANUFACTURER OF THE PIPE AND THE SERVICE INSTALLED IN ACCORDANCE WITH ISPWC 409.08.

TRACE WIRE - A 12 GA, INSULATED, SINGLE STRAND, COPPER WIRE SHALL BE INSTALLED ADJACENT TO ALL NON-METALLIC WATER PIPES MAINS AND SERVICE LINES. THE LOCATOR WIRE SHALL ALSO BE EXTENDED UP THE VALVE BOXES AND SHALL BE PLACED ALONG SIDE THE OUTSIDE OF THE LOWER PORTION OF THE VALVE BOX AND ALONG THE INSIDE OF THE UPPER PORTION. ALL WIRE JOINTS SHALL BE CONNECTED WITH A CONNECTOR SEALED USING A 3M #4, SIZE A, EPOXY SEALING COMPOUND. ALL SPLICES SHALL BE ELECTRICALLY SOUND AND INSULATED TO SEAL OUT MOISTURE. WIRE SHALL BE BROUGHT TO THE SURFACE IN VALVE BOXES. LOCATOR WIRE SHALL BE TESTED FOR CONTINUITY PRIOR TO APPROVAL.

PIPE TRENCH - TRENCHING SHALL CONFORM TO THE TYPICAL TRENCH DETAIL SHOWN AND ISPWC SECTION 301. WHEN ORGANIC OR FROZEN MATERIAL, BOULDERS, SOFT OR UNSTABLE MATERIAL, WHICH WILL NOT UNIFORMLY SUPPORT THE PIPE, ARE ENCOUNTERED, SUCH MATERIAL SHALL BE EXCAVATED TO AN ADDITIONAL DEPTH AS DIRECTED BY THE ENGINEER, AT THE CONTRACTORS EXPENSE, AND BACKFILLED WITH TYPE II BEDDING MATERIAL.

BACKFILL AND COMPACTION - PIPE BACKFILLING SHALL COMPLY WITH ISPWC SECTION 306. MATERIAL SHALL BE TYPE-2 CRUSHED AGGREGATE OR NATIVE MATERIAL WHEN DEEMED SUITABLE BY THE ENGINEER. COMPACT ALL BACKFILL WITHIN 3 FEET OF ROADWAY OR OTHER PAVED SURFACES OR STRUCTURES TO 95% OF STANDARD PROCTOR DENSITY (ASTM D698).

PIPELINE INSTALLATION - PIPE INSTALLATION SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND ISPWC SECTION 401. PIPE SHALL NOT BE INSTALLED UNTIL TRENCH HAS BEEN COMPLETELY DEWATERED BELOW THE BASE OF THE BEDDING COURSE. ALL PIPE SHALL BE LAID ON A STRAIGHT GRADE WITH NO LOCAL HIGH POINTS. WHERE LOCALIZED HIGH SPOT IN THE PIPELINE INSTALLATION IS UNAVOIDABLE AN AIR RELEASE VALVE SHALL BE INSTALLED.

PIPE BEDDING - PIPE BEDDING SHALL COMPLY WITH ISPWC SECTION 305. WATER MAINS SHALL BE BEDDED WITH TYPE I OR TYPE III MATERIAL. BEDDING SHALL BE PLACED WITHIN 4 INCHES BELOW AND 6 INCHES ABOVE THE PIPE.

TRENCH PROTECTION - TRENCH PROTECTION SHALL CONFORM TO ISPWC SECTION 301.

THRUST BLOCKS - THRUST BLOCKS SHALL BE PROVIDED AT ALL ELBOWS, TEE FITTINGS AND END CAPS AS SHOWN ON THE DRAWING IN ACCORDANCE WITH STANDARD SPECIFICATIONS SECTION 400, ISPWC DRAWING NO. SD-403.

PRESSURE TEST - AFTER COMPLETE INSTALLATION FOR THE CONSTRUCTION PHASE, INCLUDING SERVICE CONNECTIONS, ALL WATER PIPELINES SHALL BE PRESSURE TESTED TO A PRESSURE OF 150 PSI IN ACCORDANCE WITH ISPWC SECTION 400. BEFORE APPLYING THE SPECIFIED TEST PRESSURE, AIR SHALL BE EXPELLED COMPLETELY FROM THE PIPES, VALVES, AND HYDRANTS. PRESSURE SHALL BE MAINTAINED UNTIL THE ENGINEER OR HIS INSPECTOR HAVE DETERMINED THAT THE SECTION OF PIPE, VALVES, AND FITTINGS ARE WATERTIGHT. THE TEST PRESSURE IN THE WATER MAINS SHALL BE MAINTAINED FOR A MINIMUM OF 2 HOURS, VERIFY THAT DURING THE 2 HOUR TEST, THE PIPE DOES NOT LEAK IN EXCESS OF THAT ALLOWED BY SECTION 401.3.6 OF THE ISPWC.

FLUSHING - PRIOR TO DISINFECTION, THE NEW MAIN SHALL BE FLUSHED USING A MINIMUM VELOCITY OF 2.5 FPS.

DISINFECTION - DISINFECT ALL MAINS AND SERVICE LINES IN ACCORDANCE WITH ISPWC SECTION 401 AND ANSI/AWWA C 651 AND ANSI/AWWA B 300.

DURING CONSTRUCTION PLACE 2 EA. 5G CALCIUM HYPOCHLORITE TABLETS IN EACH 18 LF SECTION OF PIPE. INSTALL ½ THE AMOUNT OF TABLETS IN 9 LF SECTIONS OF PIPE. ALSO PLACE 1 EA. TABLET IN THE HYDRANT BRANCH. ATTACHED TABLETS TO THE INSIDE TIP OF THE PIPE USING AN ADHESIVE SUCH AS PERMATEX 2 OR APPROVED SUBSTITUTION. ASSURE NO ADHESIVE IS ON THE TABLET EXCEPT THE BROAD SIDE ATTACHED TO THE PIPE SURFACE. ATTACHED THE TABLETS AT THE TOP OF THE INSIDE OF THE PIPE. MARK THE LOCATION OF THE TABLET ON THE OUTSIDE OF THE PIPE TO ENSURE THE TABLET IS IN THE CORRECT LOCATION WHEN THE PIPE IS INSTALLED.

ONCE TABLET AND PIPE INSTALLATION IS COMPLETE, FILL THE PIPE WITH CLEAN WATER AT A VELOCITY NOT TO EXCEED 1 FPS. ENSURE AIR POCKETS ARE ELIMINATED. LEAVE WATER IN THE PIE FOR AT LEAST 24 HRS. IF THE WATER TEMPERATURE IS LESS THAN 41 DEGREES FAHRENHEIT, LEAVE IT IN THE PIPE AT LEAST 48 HRS. POSITION VALVE SO THAT THE CHLORINE SOLUTION IN THE MAIN BEING TREATED WILL NOT FLOW INTO WATER MAINS IN ACTIVE SERVICE.

AFTER THE REQUIRED RETENTION PERIOD, FLUSH THE CHLORINATED WATER UNTIL CHLORINE MEASUREMENTS OF THE FLUSHED WATER SHOW A CONCENTRATION NO HIGHER THAN THAT IN THE SYSTEM OR ACCEPTABLE FOR DOMESTIC USE.

AFTER FINAL FLUSHING AND BEFORE THE MAIN IS PLACED IN SERVICE, COLLECT SAMPLES FROM THE MAIN AND HAVE THEM TESTED FOR COLIFORM BACTERIA. TAKE 2 EA. SAMPLES FROM EACH LOCATION AND TEST AT LEAST 24 HRS APART.

HORIZONTAL SEPARATION - WATER AND SEWER MAINS SHALL BE SEPARATED BY NO LESS THAN TEN (10) FEET HORIZONTAL DISTANCE, IN ACCORDANCE WITH ISPWC 405.

VERTICAL SEPARATION & CROSSINGS - NORMAL VERTICAL SEPARATION BETWEEN THE NEW WATER LINE AND ANY SEWER LINE SHALL BE EIGHTEEN (18) INCHES. IF VERTICAL SEPARATION IS LESS THAN EIGHTEEN (18) INCHES, OR WHEN IT IS NECESSARY FOR THE WATER LINE TO CROSS UNDER A SEWER LINE, THE WATER LINE OR SEWER LINE SHALL BE ENCASED IN A PVC CASING PIPE WITH TIGHT JOINTS. THE CASING PIPE SHALL EXTEND TO A POINT WHICH IS TEN (10) FEET PERPENDICULAR FROM THE CROSSED PIPE. THE PVC CASING PIPE SHALL MEET THE PRESSURE PIPE SPECIFICATIONS. THE ENDS OF THE CASING PIPE SHALL BE SEALED BY AN APPROVED SEALING METHOD.

WATER METER - BADGER RECORDALL MODEL M70, LOCATED IN A METER PIT ADJACENT TO THE CURB STOP, WITH A DUAL CHECK VALVE ASSEMBLY. THE METER SHALL BE INSTALLED IN A LOCATION PROTECTED FROM FREEZING. WATER METER ASSEMBLY (COIL PIT SET OR COPPER METER SETTER) SHALL BE PROVIDED AND INSTALLED BY THE CONTRACTOR. WATER METERS SHALL BE PROVIDED AND INSTALLED BY THE CITY UPON APPLICATION FOR SERVICE AND PAYMENT OF ASSOCIATED FEES.

SANITARY SEWER SPECIFICATIONS

GENERAL - CONSTRUCTION OF SEWER SYSTEMS SHALL CONFORM TO THE REQUIREMENTS OF THE IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPWC), CITY OF SANDPOINT, THE IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE PANHANDLE HEATH DISTRICT. IN CASE OF CONFLICT BETWEEN AGENCY REQUIREMENTS, THE MORE RESTRICTIVE REQUIREMENT SHALL GOVERN.

PIPE - GRAVITY SEWER PIPE SHALL BE ASTM D-3034 SDR35 SIZED AS SHOWN IN THE DRAWINGS. CONFORM TO SECTION 502 OF THE ISPWC, AND THE MANUFACTURER'S RECOMMENDATIONS. TRENCH SHALL BE COMPLETELY DEWATERED PRIOR TO PIPELINE INSTALLATION. GRAVITY PIPELINE SHALL BE LAID AND MAINTAINED TO THE REQUIRED LINES AND GRADES. VARIANCE FROM ESTABLISHED LINE AND GRADE IN SEWER GRAVITY LINES SHALL NOT BE GREATER THAN 1/32" PER INCH DIAMETER, NOT TO EXCEED 1/2", PROVIDED THAT SUCH VARIATION DOES NOT RESULT IN A LEVEL OR REVERSE SLOPING INVERT.

PIPE BEDDING - PIPE BEDDING SHALL CONFORM TO ISPWC SECTION 305. INSTALL TYPE I, 3/4-INCH MINUS BEDDING FOR AREA WITHIN 4 INCHES BELOW AND 6 INCHES ABOVE THE PIPE ACCORDING TO A CLASS A-1 BEDDING SYSTEM.

TRENCH EXCAVATION - TRENCH EXCAVATION SHALL CONFORM TO ISPWC SECTION 301. WHEN ORGANIC OR FROZEN MATERIAL, BOULDERS, SOFT OR UNSTABLE MATERIAL, WHICH WILL NOT UNIFORMLY SUPPORT THE PIPE, IS ENCOUNTERED, SUCH MATERIAL SHALL BE EXCAVATED TO AN ADDITIONAL DEPTH AS DIRECTED BY THE ENGINEER, AT THE CONTRACTOR'S EXPENSE, AND BACKFILLED WITH TYPE II BEDDING MATERIAL AS DESCRIBED IN ISPWC SECTION 305.

TRENCH BACKFILL - TRENCH BACKFILL SHALL COMPLY WITH ISPWC SECTION 306. NATIVE BACKFILL MUST BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. MATERIAL MUST BE COMPACTED TO 95% RELATIVE DENSITY. IMPORTED BACKFILL SHALL BE TYPE-2 PER ISPWC SECTION 802.

PIPE TESTING - AFTER INSTALLATION, GRAVITY SEWER MAINS SHALL BE AIR TESTED IN ACCORDANCE WITH ISPWC 501.3.4. PRESSURIZE THE PIPE TO 4 PSI AND MAINTAIN PRESSURE BETWEEN 3.5 AND 4 PSI FOR AT LEAST 2 MINUTES. AT EXACTLY 3.5 PSI, DISCONNECT AIR SUPPLY AND RECORD THE TIME FOR THE PRESSURE TO DROP TO 3 PSI. THE PRESSURE SHALL NOT DROP MORE THAN 0.5 PSI IN 3.5 MINUTES FOR THE PROPOSED 132 LF SECTION OF 8" PVC PIPE. THE ENGINEER SHALL BE PRESENT DURING ALL TESTING. SEWER SERVICES SHALL BE TESTED IN ACCORDANCE WITH ISPWC 504.3.8.

MANHOLE TESTING - AFTER INSTALLATION, GRAVITY SEWER MANHOLES SHALL BE TESTED IN ACCORDANCE WITH ISPWC 502.3.12.C.2. VACUUM TESTING SHALL INCLUDE DRAWING TO 10-INCHES OF MERCURY AND SHUTTING OF THE VACUUM PUMP. WITH VALVES CLOSED, THE VACUUM SHALL NOT DROP MORE THAN 9-INCHES IN 45-SECONDS (FOR MANHOLES 8 FT TO 10 FT DEEP). IF VACUUM TESTING IS NOT POSSIBLE, MANHOLES SHALL BE HYDROSTATICALLY TESTED PER SECTION 502.3.12.C.1.

LEGEND

- PROPERTY LINE (THIS PROJECT)
- EASEMENT
- 2056 EXISTING CONTOUR
- 2056 PROPOSED CONTOUR
- SILT FENCE
- 2079.10 CONC, 1.6% FINISHED GRADE ELEVATION / FINISHED GRADE SLOPE
- EXISTING ASPHALT
- EXISTING CURB AND GUTTER
- EXISTING FENCE
- W2 EXISTING 2" WATER LINE
- W8 EXISTING 8" WATER MAIN
- W12 EXISTING 12" DIA. WATER MAIN
- EXISTING GATE VALVE
- WM EXISTING WATER METER
- EXISTING HYDRANT
- EXISTING WATER SPIGOT
- GS8 EXISTING SANITARY SEWER MAIN
- S EXISTING SEWER MANHOLE
- EXISTING TREE
- EXISTING BUSH
- SD EXISTING STORM DRAIN PIPE
- EXISTING STORM INLET (GRATED LID)
- D EXISTING STORM MANHOLE (SOLID LID)
- AE EXISTING AERIAL ELECTRIC
- EXISTING UTILITY POLE
- EXISTING GUY WIRE
- T EXISTING TELEPHONE PEDESTAL
- EXISTING GAS VALVE
- G EXISTING GAS
- EXISTING TELEPHONE
- PROPOSED CONCRETE
- PROPOSED ASPHALT
- PROPOSED SWALE
- PROPOSED BUILDING
- PROPOSED CURB AND GUTTER
- PROPOSED DITCH INVERT
- W8 PROPOSED 8" DIA. WATER MAIN
- WS PROPOSED WATER SERVICE
- PROPOSED GATE VALVE
- WM PROPOSED WATER METER
- PROPOSED HYDRANT
- GS8 PROPOSED 8" DIA. SANITARY SEWER MAIN
- SS PROPOSED SANITARY SEWER SERVICE
- S PROPSED SEWER MANHOLE
- SD8 PROPOSED 8" DIA. STORM DRAIN PIPE
- SD12 PROPOSED 12" DIA. STORM DRAIN PIPE
- PROPOSED STORM INLET (GRATED LID)
- G PROPOSED GAS
- PROPOSED TELEPHONE
- BE PROPOSED BURIED ELECTRIC
- E ELECTRICAL TRANSFORMER
- EH ELECTRICAL HAND HOLE
- FOUND SURVEY MONUMENT/MARKER

PROFESSIONAL ENGINEER REGISTERED 8607 6/10/2024 STATE OF IDAHO B. SCOTT BROWN

No.	DATE:	REVISION	DRN/CHK

James A. Sewell and Associates, LLC
1319 NORTH DIVISION AVENUE
SANDPOINT, IDAHO 83864
(208) 263-4160

SHEET TITLE: LEGEND AND PROJECT SPECIFICATIONS

PROJECT: UNIVERSITY PLACE PHASE 4A
BONNER COUNTY, IDAHO

DATE:	06-06-2024
SCALE:	AS SHOWN
DESIGNED:	BSB
DRAWN:	NCF
CHECKED:	BSB
PROJ NO.:	13451-21-001
CAD FILE:	E-M&W

PHASE 4D

PHASE 4A

PHASE 4F

BLOCK 1 LOT 50
BLOCK 1 LOT 51
BLOCK 1 LOT 52
BLOCK 1 LOT 53
BLOCK 1 LOT 54
BLOCK 1 LOT 55
BLOCK 1 LOT 56
BLOCK 1 LOT 57
BLOCK 1 LOT 58
BLOCK 1 LOT 64
BLOCK 1 LOT 65
BLOCK 1 LOT 66
BLOCK 1 LOT 67
BLOCK 1 LOT 68
BLOCK 1 LOT 74
BLOCK 1 LOT 75
BLOCK 1 LOT 76
BLOCK 1 LOT 77
BLOCK 1 LOT 78
BLOCK 1 LOT 79
BLOCK 1 LOT 80
BLOCK 1 LOT 81
BLOCK 1 LOT 82
BLOCK 1 LOT 89
BLOCK 1 LOT 89
BLOCK 1 LOT 90
BLOCK 1 LOT 91
BLOCK 2 LOT 21
BLOCK 2 LOT 20
BLOCK 2 LOT 19
BLOCK 2 LOT 18
BLOCK 2 LOT 17
BLOCK 2 LOT 16
BLOCK 2 LOT 15
BLOCK 2 LOT 14
BLOCK 2 LOT 13
BLOCK 2 LOT 12
BLOCK 2 LOT 10
BLOCK 2 LOT 9
BLOCK 2 LOT 8
BLOCK 2 LOT 7
BLOCK 2 LOT 8

TYP. 4" DIA. PVC SEWER SERVICE (THIS BUILDING ONLY) SEE DETAIL 3.4, SHEET 6
TYP. WATER SERVICE (THIS BUILDING ONLY)
PROPOSED 120 LF 8" DIA. PVC C900 WATER MAIN
INSTALL D.I. BLIND FLANGE OR JOINT RESTRAINTS AND PLUG AND THRUST BLOCK MARK END OF PIPE WITH 2X4 PAINTED BLUE
RESIDENTIAL WATER METER (TYP. 3 EACH) SEE DETAIL 2.4, SHEET 6
CONNECT TO EXISTING WATER MAIN STUB
MAINTAIN 10' MIN. SEPARATION
ALIGNMENT 1
CAP PIPE AND INSTALL 2X4 PAINTED GREEN
CONNECT TO EXISTING SEWER MAIN STUB (EXTG. PIPE SLOPE ±0.4%)
STORM DRAIN CROSSING (TYP 4 LOCATIONS)
PROPOSED 120 LF 8" DIA. PVC SDR 35 SEWER MAIN
EXISTING WATER AND SEWER SERVICES (TYP LOTS FRONTING HERRING LANE)
HERRING LANE
CAP PIPE AND MARK WITH 2X4 PAINTED BLUE
PROPOSED 229 LF 8" DIA. PVC C900 WATER MAIN
ALIGNMENT 2
FIRE HYDRANT (SEE DETAIL 2.2, SHEET 6) STA 1+93.75
RESIDENTIAL WATER METER (TYP. EACH LOT) SEE DETAIL 2.4, SHEET 6
STORM WATER SWALE (TYP) (SEE GRADING PLANS)
CAP PIPE AND MARK WITH 2X4 PAINTED BLUE

N

0 10 20 40

SCALE IN FEET
CONTOUR INTERVAL IS 1'
DATUM: NAVD 88

PROFESSIONAL ENGINEER REGISTERED 8607 6/10/2024 STATE OF IDAHO B. SCOTT BROWN

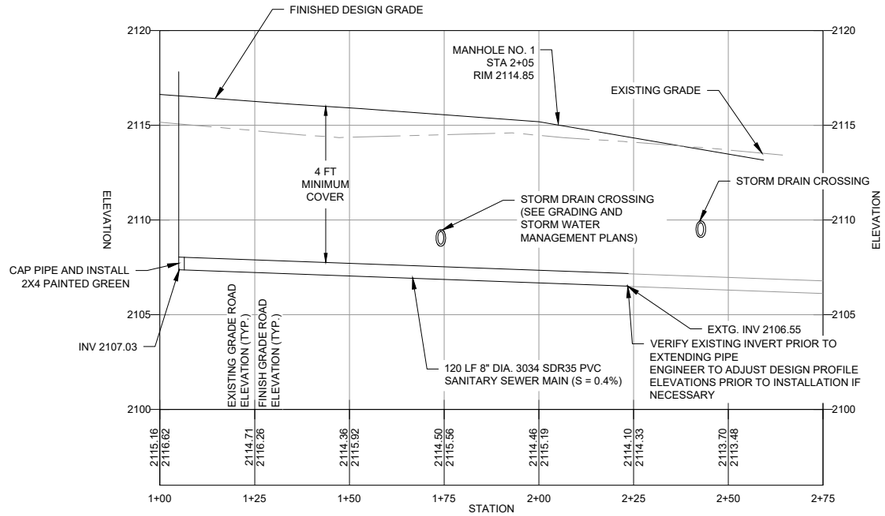
No.	DATE:	REVISION	DRN/CHK

James A. Sewell and Associates, LLC
1319 NORTH DIVISION AVENUE
SANDPOINT, IDAHO 83864
(208) 263-4160

SHEET TITLE: WATER AND SEWER MAIN PLAN

PROJECT: UNIVERSITY PLACE PHASE 4A
BONNER COUNTY, IDAHO

DATE:	06-06-2024
SCALE:	AS SHOWN
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ALIGNMENT 1 SEWER MAIN PROFILE

0 10 20 40
HORIZONTAL SCALE IN FEET

0 2 4 8
VERTICAL SCALE IN FEET

PROFESSIONAL ENGINEER REGISTERED 8607 6/10/2024 STATE OF IDAHO B. SCOTT BROWN

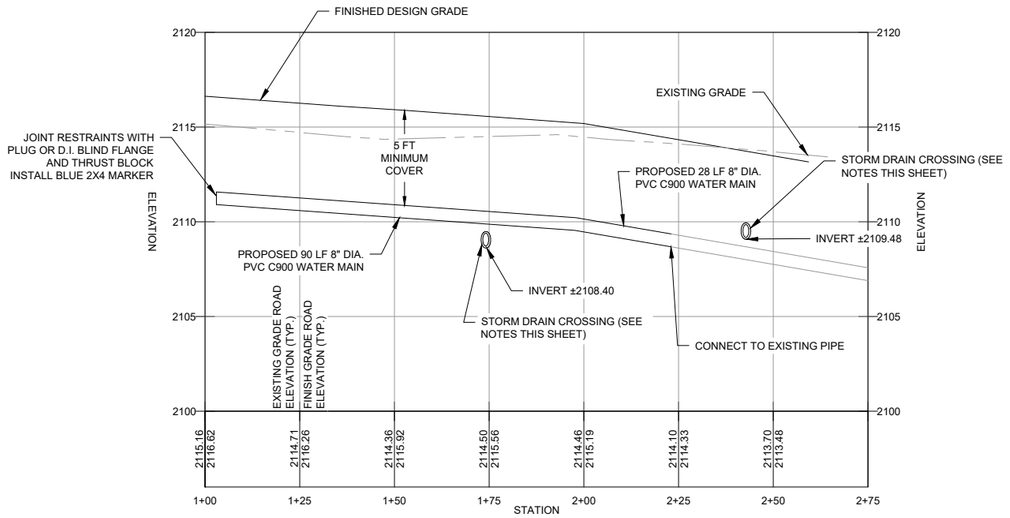
No.	DATE:	REVISION	DRN/CHK

James A. Sewell and Associates, LLC
1319 NORTH DIVISION AVENUE
SANDPOINT, IDAHO 83864
(208) 263-4160

SHEET TITLE: **SEWER PROFILE**

PROJECT: **UNIVERSITY PLACE PHASE 4A**
BONNER COUNTY, IDAHO

DATE:	06-06-2024
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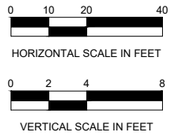
ALIGNMENT 1 WATER MAIN PROFILE

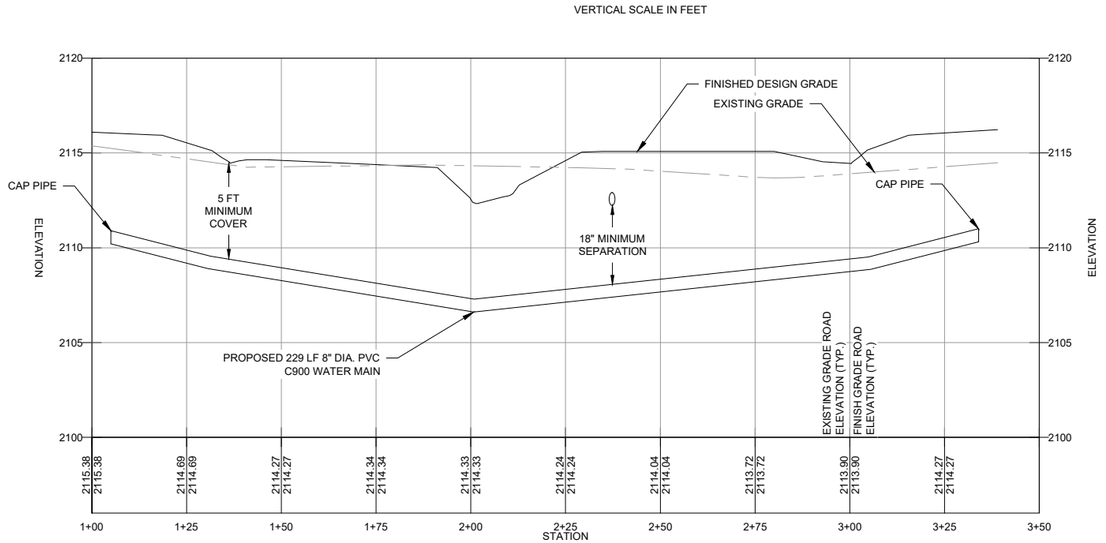
NOTES AT SPECIFICATIONS

1. ONE FULL, UNCUT 20' LENGTH OF STORM DRAIN PIPE SHALL BE CENTERED AT THE CROSSING. THE STORM DRAIN PIPE SHALL BE ENCASED WITH A WATER CLASS SLEEVE SUCH AS PVC C900, OR AS APPROVED EQUAL.

2. STORM DRAIN CARRIER PIPE AND SLEEVE MUST BE SUPPORTED ABOVE THE CROSSING WITH COMPACTED TYPE-1 CRUSHED ROCK (OR OTHER MATERIAL AS APPROVED BY THE ENGINEER) TO PREVENT SETTLING.

3. INSTALL STORM DRAIN PIPING PER GRADING AND STORM WATER MANAGEMENT PLANS (UNDER SEPARATE COVER).





ALIGNMENT 2 WATER MAIN PROFILE

James A. Sewell and Associates, LLC
1319 NORTH DIVISION AVENUE
SANDPOINT, IDAHO 83864
(208) 263-4160

PROFESSIONAL ENGINEER REGISTERED 8607 6/10/2024 STATE OF IDAHO B. SCOTT BROWN

No.	DATE:	REVISION	DRN/CHK

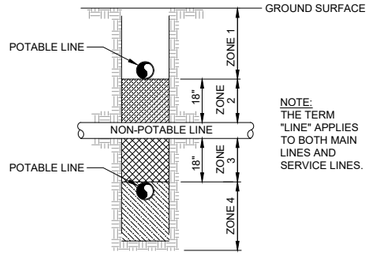
SHEET TITLE: WATER PROFILES

PROJECT: UNIVERSITY PLACE PHASE 4A
BONNER COUNTY, IDAHO

DATE:	06-06-2024
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CAD FILE:	E-M&W

SHEET 5 OF 6

VERTICAL SEPARATION REQUIREMENTS



NOTE:
THE TERM "LINE" APPLIES TO BOTH MAIN LINES AND SERVICE LINES.

ZONE 1: A). POTABLE WATER AND NON-POTABLE MAINS AND SERVICE LINES MUST BE SEPARATED BY AT LEAST 18 INCHES, AND
B). ONE FULL, UNCUT LENGTH OF POTABLE OR NON-POTABLE PIPE MUST BE CENTERED ON THE CROSSING SO THAT THE JOINTS ARE AS FAR AS POSSIBLE FROM THE CROSSING.

ZONE 2: POTABLE LINE <18" OVER TOP OF NON-POTABLE LINE.

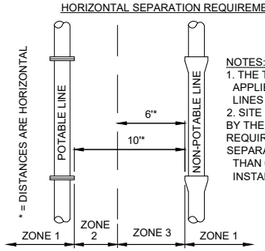
A). ONE FULL, UNCUT LENGTH OF POTABLE OR NON-POTABLE PIPE MUST BE CENTERED ON THE CROSSING WITH A SINGLE 20' SEGMENT SO THAT THE JOINTS ARE AS FAR AS POSSIBLE FROM THE CROSSING,
AND EITHER
B). NON-POTABLE LINE MUST BE CONSTRUCTED TO POTABLE WATER PIPE STANDARDS WITH A SINGLE 20' SEGMENT FOR A HORIZONTAL DISTANCE OF 10 FEET ON BOTH SIDES OF THE CROSSING,
OR
C). NON-POTABLE OR POTABLE LINE MUST BE ENCASED IN A LARGER DIAMETER POTABLE WATER CLASS SLEEVE FOR A HORIZONTAL DISTANCE OF 10 FEET ON BOTH SIDES OF THE CROSSING, WITH NO JOINTS.

ZONE 3: SAME REQUIREMENTS AS ZONE 2 EXCEPT THE NON-POTABLE LINE MUST ALSO BE SUPPORTED ABOVE THE CROSSING TO PREVENT SETTLING.

ZONE 4: SAME REQUIREMENTS AS ZONE 1 EXCEPT THE NON-POTABLE LINE MUST ALSO BE SUPPORTED ABOVE THE CROSSING TO PREVENT SETTLING.

SEWAGE FORCE MAINS SHALL HAVE AT LEAST EIGHTEEN INCHES OF CLEARANCE FROM POTABLE WATER MAINS AND ZONE 2 AND 3 PLACEMENTS ARE PROHIBITED. SEPARATION REQUIREMENTS ALSO APPLY TO POTABLE AND NON-POTABLE SERVICE LINES CONTROLLED BY THE SYSTEM OWNER AND EXTENDING TO THE PROPERTY LINE, SERVICE METER, OR CLEANOUT.

HORIZONTAL SEPARATION REQUIREMENTS



NOTES:
1. THE TERM "LINE" APPLIES TO BOTH MAIN LINES AND SERVICE LINES.
2. SITE SPECIFIC APPROVAL BY THE DEPARTMENT IS REQUIRED BEFORE SEPARATION LESS THAN 6 FEET (ZONE 3) IS INSTALLED.

ZONE 1: MORE THAN 10 FEET APART:
A). POTABLE AND NON-POTABLE PIPES MUST BE IN SEPARATE TRENCHES.

ZONE 2: FROM 6 TO 10 FEET APART:
A). NO SPECIAL REQUIREMENTS FOR SERVICE LINES.
B). POTABLE AND NON-POTABLE MAINS SEPARATED BY AT LEAST 6 FEET AT OUTSIDE WALLS, AND
C). POTABLE MAINS HIGHER IN ELEVATION THAN THE NON-POTABLE MAINS, AND
D). NON-POTABLE MAINS CONSTRUCTED WITH POTABLE WATER CLASS PIPE AND PRESSURE TESTED FOR WATER-TIGHTNESS.

ZONE 3: CLOSER THAN 6 FEET APART:
A). FOR MAINS AND SERVICES, DESIGN ENGINEER TO SUBMIT DATA TO DEPARTMENT FOR REVIEW AND APPROVAL THAT THIS INSTALLATION WILL PROTECT PUBLIC HEALTH AND ENVIRONMENT AND NON-POTABLE LINE CONSTRUCTED WITH POTABLE WATER CLASS PIPE.

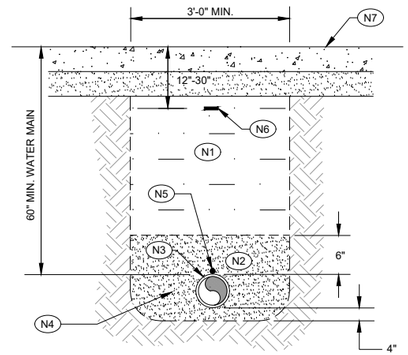
SEWAGE FORCE MAINS SHALL HAVE AT LEAST TEN FEET OF HORIZONTAL SEPARATION FROM POTABLE MAINS - ZONE 2 AND ZONE 3 PLACEMENTS ARE PROHIBITED. HORIZONTAL SEPARATION REQUIREMENTS ALSO APPLY TO POTABLE AND NON-POTABLE SERVICE LINES CONTROLLED BY THE SYSTEM OWNER AND EXTENDING THE MAIN LINE TO THE PROPERTY LINE, SERVICE METER, OR CLEANOUT.

FOR DETAILS REFER TO IDAPA 58.01.08.542.07: IDAHO RULES FOR PUBLIC DRINKING WATER SYSTEMS OR IDAPA 58.01.16.430.0: IDAHO WASTEWATER RULES.

4.1 POTABLE AND NON-POTABLE LINE SEPARATION
NOT TO SCALE

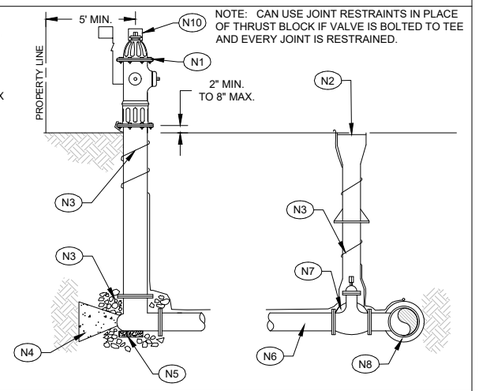
(N1) IMPORTED TYPE-2 CRUSHED AGGREGATE BACKFILL. NATIVE MATERIAL MAY BE USED WHEN DEEMED SUITABLE BY THE ENGINEER PER ISPWC 306.2.3. COMPACT TO 90% STD. PROCTOR IN OPEN GROUND AND 95% UNDER ROADWAYS AND DRIVEWAYS
(N2) IN ROCK EXCAVATION, 12" ABOVE AND 6" BELOW PIPE SHALL BE BEDDED W/SAND
(N3) BURIED PIPELINE
(N4) AREA WITHIN 4" BELOW PIPE AND 6" ABOVE SHALL BE BEDDED WITH IMPORTED MATERIAL AS SPECIFIED ON SHEET 2.
(N5) INSTALL LOCATING WIRE 12 GA. COPPER WITH INSULATION. RUN WIRE UP VALVE AND METER BOXES & WRAP TWICE AROUND TOP OF BOXES. ALSO RUN WIRE UP OUTSIDE OF SEWER MANHOLES AND ALONG SERVICES TO CLEAN OUTS PER CITY OF SANDPOINT
(N6) METALLIC LOCATOR TAPE
(N7) PAVEMENT SECTION SURFACE REPAIR (SEE ROAD PLANS FOR GRAVEL AND ACP THICKNESS)

NOTE: TRENCH SIDE WALLS SHALL BE SLOPED AND/OR BRACED PER OSHA STANDARDS TO PROTECT WORKERS, ADJACENT PROPERTY, AND THE WORK.



1.2 PIPELINE TRENCH
SCALE: NOT TO SCALE

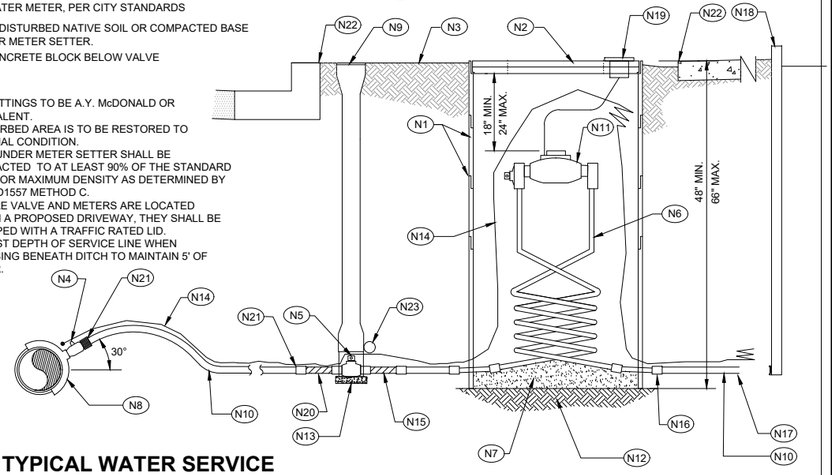
NOTES FOR FIRE HYDRANT DETAIL
(N1) TRAFFIC TYPE FIRE HYDRANT, AWWA C502 COMPRESSION TYP. 5-1/4" VALVE OPENING. 1" PUMPER NOZZLE AND 2 HOSE NOZZLES. WATEROUS OR MUELLER, MODERN STYLE YELLOW IN COLOR W/ STORZ ADAPTER, HYDRANT FLAG, AND ALPHA INLET
(N2) CAST IRON VALVE BOX I.F.C.O. No. 3-C, COVER No. 923- R-(A OR B) BOX AND No. 925-(A,B,C OR D) EXTENSION PIPE.
(N3) 3/4"+ DRAIN ROCK TO 6" ABOVE DRAIN PORTS, MIN. 10 CU. FT.
(N4) THRUST BLOCK PER DETAIL 1.1, THIS SHEET.
(N5) 2" X 8" X 8" CONCRETE BLOCK.
(N6) 6" PVC WATER LINE
(N7) 6" GATE VALVE W/RESILIENT WEDGE, AWWA C-509, FL X ALPHA
(N8) MAIN LINE SIZED X 6" TEE - MJ X MJ X FL
(N9) 12 GA. TONING WIRE W/ DBR SPLICE KIT
(N10) KING LOCK K-3 FIRE HYDRANT LOCK



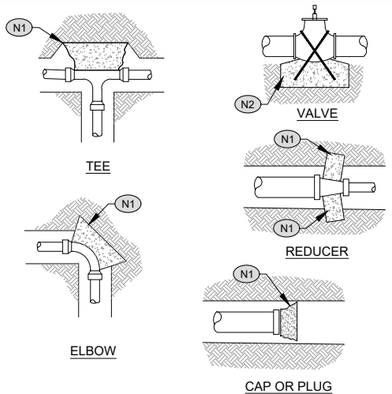
2.2 FIRE HYDRANT
SCALE: NOT TO SCALE

(N1) AY MCDONALD COIL BOX (OR APPROVED EQUAL)
(N2) AY MCDONALD C.I. FRAME AND COVER 90L15TC (OR APPROVED EQUAL)
(N3) FINISHED GRADE (BETWEEN CURB AND SIDEWALK)
(N4) 1" MIP X MIP CORP STOP.
(N5) 1" McDONALD CURB STOP
(N6) 790-248QFPP $\frac{3}{4}$ X $\frac{3}{4}$ AY MCDONALD COIL PIT ASSEMBLY OR APPROVED EQUAL
(N7) GRANULAR FILL BELOW METER SETTER
(N8) 1" ROMAC STAINLESS DOUBLE STRAP SADDLE TAP SIZED FOR WATER MAIN
(N9) 3" SCH 40 PVC CURB BOX W/ TRUMBULL T-374 LID
(N10) 1" SIDR7 HDPE SERVICE LINE (CLASS 250 PSI)
(N11) WATER METER, PER CITY STANDARDS
(N12) UNDISTURBED NATIVE SOIL OR COMPACTED BASE FOR METER SETTER.
(N13) CONCRETE BLOCK BELOW VALVE
(N14) 12 GA. TONING WIRE W/ DBR SPLICE KIT
(N15) 1X6 BRASS NIPPLE, 1" UNION, 1 X $\frac{3}{4}$ BUSHING
(N16) 1X$\frac{3}{4}$" PACK JOINT OR 1" PACK WITH 1X$\frac{3}{4}$" BUSHING
(N17) 1" POLY PLUG W/ HOSE CLAMP UNTIL SERVICE USE
(N18) 2 X 4 MARKER PAINTED BLUE
(N19) MXU REMOTE READ PER CITY OF SANDPOINT
(N20) 1X12 BRASS NIPPLE
(N21) 1" FEMALE PACKS
(N22) INSTALL CURB STOP AND METER IN GREEN STRIP BETWEEN CURB AND SIDEWALK
(N23) INSTALL 3M RANGE MARKER #1258 AT EACH CURB STOP

NOTES:
1) ALL FITTINGS TO BE A.Y. McDONALD OR EQUIVALENT.
2) DISTURBED AREA IS TO BE RESTORED TO ORIGINAL CONDITION.
3) SOIL UNDER METER SETTER SHALL BE COMPACTED TO AT LEAST 90% OF THE STANDARD PROCTOR MAXIMUM DENSITY AS DETERMINED BY ASTM D1557 METHOD C.
4) WHERE VALVE AND METERS ARE LOCATED WITHIN A PROPOSED DRIVEWAY, THEY SHALL BE EQUIPPED WITH A TRAFFIC RATED LID.
5) ADJUST DEPTH OF SERVICE LINE WHEN CROSSING BENEATH DITCH TO MAINTAIN 5' OF COVER.



2.4 TYPICAL WATER SERVICE
SCALE: NOT TO SCALE



(N1) 2,500 PSI CONCRETE POURED IN PLACE AGAINST UNDISTURBED EARTH
(N2) 2,500 PSI CONCRETE POURED IN PLACE AGAINST UNDISTURBED EARTH WITH #4 REBAR ANCHOR RODS

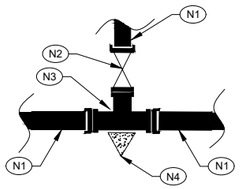
MINIMUM SQUARE FEET OF THRUST BLOCK AREA ONTO UNDISTURBED EARTH

PIPE SIZE	TEE, PLUG OR VALVE	90° BEND*	45° BEND	22.5° OR 11.25° BEND OR REDUCER
3"	0.8	1.1	0.6	0.3
4"	1.4	2.0	1.1	0.6
6"	3.2	4.5	2.4	1.2
8"	5.7	8.0	4.3	2.2
10"	8.8	12.5	6.8	3.4
12"	12.7	18.0	9.7	5.0
14"	17.3	24.5	13.3	6.8
16"	22.6	32.0	17.3	8.8
18"	28.6	40.5	21.9	11.2

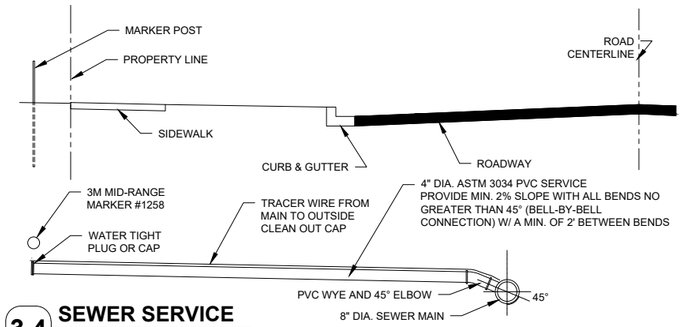
* OR TEE ACTING AS 90° BEND
DEPTH OF THRUST BLOCK = 12" FOR PIPE SIZES 3" THROUGH 8"
= 18" FOR PIPE SIZES 10" THROUGH 18"
ASSUMED SOIL BEARING PRESSURE = 2,000 PSF
WORKING PRESSURE RATING = 150 PSI
SAFETY FACTOR = 1.5

4.2 THRUST BLOCK
NOT TO SCALE

(N1) PROPOSED 8" DIA. PVC WATER MAIN
(N2) PROPOSED 8" DIA. D.I. GATE VALVE (FL X MJ)
(N3) PROPOSED 8" X 8" X 8" D.I. TEE
(N4) THRUST BLOCK, SEE DETAIL 4.3, THIS SHEET

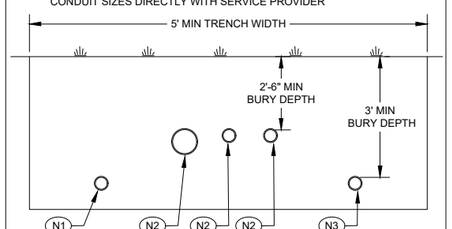


3.3 CONNECTION DETAIL
NOT TO SCALE



3.4 SEWER SERVICE
SCALE: NOT TO SCALE

(N1) POWER - 2" SCH. 40 PVC CONDUIT (VERIFY W/ NORTHERN LIGHTS)
(N2) COMMUNICATION UTILITIES (TELEPHONE, CABLE TV, FIBER)
(N3) GAS MAIN (AVISTA)
CONTRACTOR TO COORDINATE INSTALLATION STANDARDS AND CONDUIT SIZES DIRECTLY WITH SERVICE PROVIDER



4.3 DRY UTILITY TRENCH
SCALE: NOT TO SCALE

PROFESSIONAL ENGINEER REGISTERED 8607 6/10/2024 STATE OF IDAHO B. SCOTT BROWN

No.	DATE:	REVISION	DRN/CHK

James A. Sewell and Associates, LLC
1319 NORTH DIVISION AVENUE
SANDPOINT, IDAHO 83864
(208) 263-4160

SHEET TITLE: DETAILS

PROJECT: UNIVERSITY PLACE PHASE 4A
BONNER COUNTY, IDAHO

DATE:	06-06-2024
SCALE:	AS SHOWN
DESIGNED:	BSB
DRAWN:	NCF
CHECKED:	BSB
PROJ NO.:	13451-21-001
CAD FILE:	E-M&W

SHEET 6 OF 6

JAMES A. SEWELL & ASSOCIATES, LLC

1319 North Division Avenue
Sandpoint, Idaho 83864
(208) 263-4160

• Civil Engineering • Land Surveying • Building Inspection • Land Use Planning

November 17, 2025

Holly Ellis
Public Works Director
City of Sandpoint
1123 Lake St.
Sandpoint, ID 83864

Subj: University Place Phase 4 – Construction Certification

Dear Holly,

Enclosed are hydrostatic pressure results, air test results, vacuum test results, and roadway compaction test results.

Based on construction observation performed by James A. Sewell & Associates, LLC and positive test results, I have found that the materials and installation for the water piping and appurtenances, sewer piping and manholes, roadway, curbs and gutters, and sidewalks are in accordance with the approved plans issued for construction.

This certification is limited to items visually apparent and readily accessible at the time of inspection.



UNIVERSITY PLACE PHASE 4

A PORTION OF LOT 2 , BLOCK 1, UNIVERSITY PLACE, IN THE E½ OF SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO

DOCUMENTS AND EASEMENTS OF RECORD

THE FOLLOWING DOCUMENTS OF RECORD PER ALTA COMMITMENT FOR TITLE INSURANCE ISSUED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, FILE NO. 867698–S, DATED OCTOBER 8, 2019.

1. ANY CLAIM ARISING FROM THE DIFFERENCE IN THE MEAN HIGH WATER LINE OF SAND CREEK AND THE MEANDER LINE AS SHOWN BY THE ORIGINAL GOVERNMENT SURVEY.
2. RIGHT, TITLE AND INTEREST OF THE STATE OF IDAHO WITHIN THE NATURAL BED OF SAND CREEK BELOW THE ORDINARY HIGH WATER LINE, AND ALSO EXCEPTING ANY ARTIFICIAL ACCRETIONS WATERWARD OF SAID ORDINARY LOW WATER LINE.
3. EASEMENT FOR RIGHT OF WAY GRANTED TO BONNER COUNTY, INST. NO. 59086, BK. 42 OF DEEDS, PG. 617. NOT SHOWN HEREON.
4. A PERPETUAL RIGHT OF WAY AND EASEMENT TO OVERFLOW, FLOOD AND SUBMERGE A PORTION OF THE SUBJECT PROPERTY GRANTED TO THE U.S.A. BY JUDGMENT ON DECLARATION OF TAKING, BK.12 OF JUDGMENTS, PG. 96, 8/11/12952.
5. A RAILROAD EASEMENT GRANTED TO SPOKANE INTERNATIONAL RAILROAD COMPANY, INST. NO. 48222, BK. 20 OF MISC., PG. 536, 2/10/1954. AS SHOWN HEREON.
6. A UTILITIES EASEMENT GRANTED TO THE CITY OF SANDPOINT, IDAHO, INST. NO. 438967, 1/18/1994. NOT SHOWN HEREON.
7. ALL MATTERS, CC&R's, EASEMENTS, ETC., AS DISCLOSED BY RECORD OF SURVEY, INST. NO. 513676, 11/6/1997.
8. A UTILITIES EASEMENT GRANTED TO MOUNTAIN STATES POWER CO., INST. NO. 517238, 1/12/1998. NOT SHOWN HEREON (BLANKET EASEMENT).
9. A UTILITIES EASEMENT GRANTED TO THE WASHINGTON WATER POWER COMPANY, INST. NO. 526964, 4/6/1998. NOT SHOWN HEREON.
10. A RIGHT OF WAY EASEMENT (BOYER AVE) GRANTED TO CITY OF SANDPOINT, INST. NO. 656515, 8/6/2004. AS SHOWN HEREON.

GENERAL NOTES / SURVEYOR'S NARRATIVE

A) THE PURPOSE OF THIS SURVEY WAS TO SUBDIVIDE A PORTION OF LOT 2 , BLOCK 1, UNIVERSITY PLACE, INTO 4 LOTS, AS SHOWN.

B) SOLID WASTE SHALL BE THE RESPONSIBILITY OF THE LOT OWNERS.

C) WETLANDS ARE NOT PRESENT ON THE SUBJECT PROPERTY PER THE U.S. FISH & WILDLIFE WETLAND INVENTORY MAP AND WETLAND STUDY BY TOM DUEBENDORFER, APRIL, 2020,

D) THE LOTS ARE CATEGORIZED AS ZONE 'X' PER FEMA PANEL 16017C0716E, EFFECTIVE 11/18/2009.

E) THE 10' & 8' WIDE UTILITIES EASEMENTS AS SHOWN (SEE SHEET 2) ARE HEREBY GRANTED TO ALL UTILITY PROVIDERS OF THIS PLAT.

F) ALL LAND WITHIN THE BOUNDARY OF THIS SHORT PLAT IS SUBJECT TO THE FINDINGS AND CONDITIONS OF APPROVAL OF PS20–0003 (UNIVERSITY PARK SUBDIVISION) AND ALL PROVISIONS AND REQUIREMENTS OF THE DEVELOPMENT AGREEMENTS BETWEEN THE CITY OF SANDPOINT AND M&W HOLDINGS, LLC, DATED 9/3/2021 AND RECORDED AS INSTRUMENT NO. 991044. ANY FUTURE SUBDIVISION OR REPLAT OF ALL LAND WITHIN THE BOUNDARY OF THIS SHORT PLAT WILL ALSO BE SUBJECT TO THE PROVISIONS AND REQUIREMENTS OF THE AFOREMENTIONED DOCUMENTS.

G) DIRECT LOT ACCESS TO N. BOYER AVE. IS PROHIBITED.

H) THIS PLAT IS SUBJECT TO THE CC&R'S AS RECORDED IN INST. NO. _____

BASIS OF BEARING

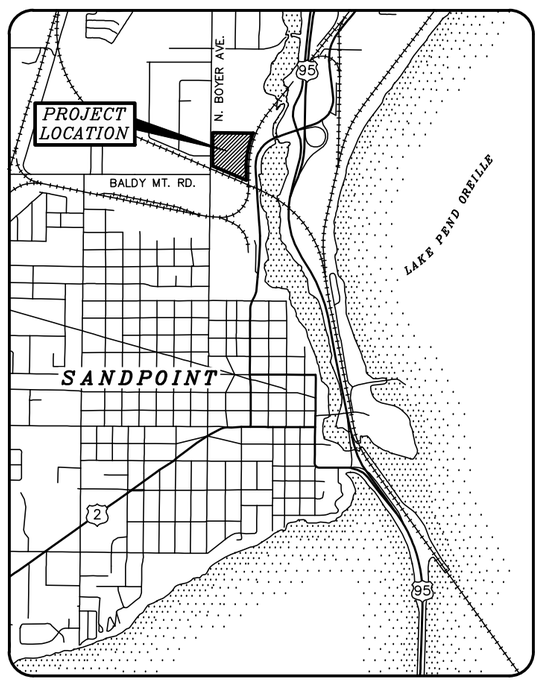
THE BASIS OF BEARINGS FOR THIS SURVEY WAS ESTABLISHED BY GPS CONTROL COORDINATES DERIVED FROM NGS OPUS SOLUTIONS USING A REFERENCE FRAME OF NAD83 (2011)(EPOCH: 2010.000). ALL BEARINGS REFER TO THE IDAHO COORDINATE SYSTEM OF 1983, WEST ZONE, (1103) – US SURVEY FT. REFER TO THE DRAWING FOR SPECIFIC LINE AND MONUMENTS USED.

DISTANCES SHOWN HAVE BEEN CONVERTED FROM GRID TO GROUND USING A COMBINED ADJUSTMENT FACTOR (CAF) OF 1.00012095. GEODETIC NORTH IS AN ANGULAR ROTATION OF –0°36'09" AT THE CENTER 1/4 CORNER OF SECTION 15.

RECORD REFERENCES

(R1) RECORD OF SURVEY, PLS 882, INST. NO. 215514, 6/18/1979
(R2) RECORD OF SURVEY, PLS 882, INST. NO. 454845, 10/28/1994
(R3) SAND CREEK PLACE, BK. 4, PG. 95, INST. NO. 378125, 7/23/1990
(R4) REPLAT OF LOT 4 SAND CREEK PLACE, BK. 4, PG. 182, INST. NO. 433572, 10/12/1993
(R5) RECORD OF SURVEY, PLS 5576, INST. NO. 513676, 11/6/1997
(R6) RECORD OF SURVEY, PLS 5087, INST. NO. 554275, 10/26/1999
(R7) PIETSCH SUBDIVISION, BK. 6, PG. 93, INST. NO. 565869, 6/27/2000
(R8) RECORD OF SURVEY, PLS 10677, INST. NO. 808432, 4/14/2011
(R9) RECORD OF SURVEY, PLS 14879, INST. NO. 916022, 12/21/2017
(R10) UNIVERSITY PLACE, BK. 17, PG. 53, INST. NO. 992172, AND UNIVERSITY PLACE PHASE 2A, BK. 17, PG. 54, INST. NO. 992256, 9/23/2021

VICINITY MAP



N

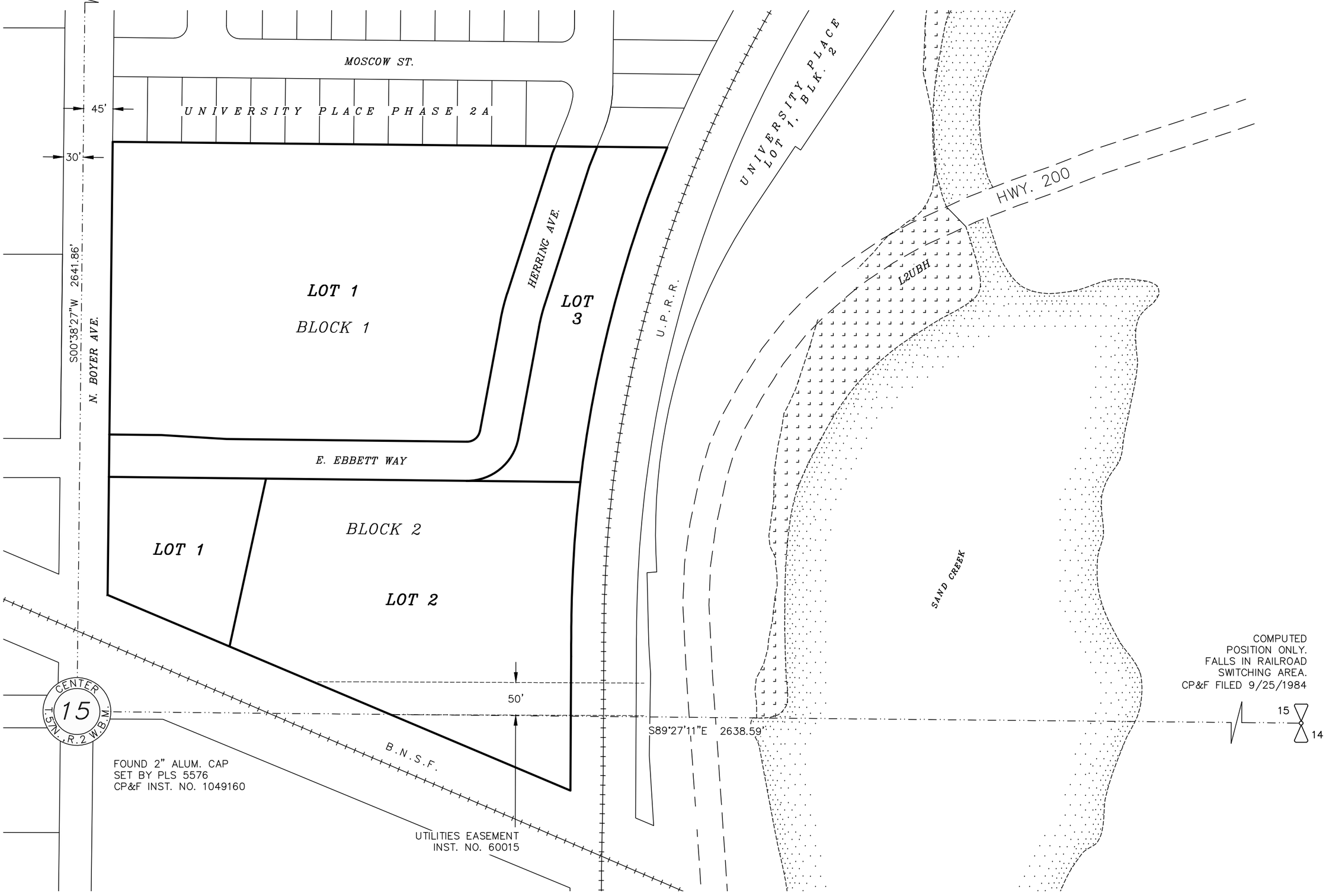
NOT TO SCALE

LEGEND

SECTIONAL CORNER, AS NOTED.

SURVEYOR'S NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE A PORTION OF LOT 2 OF BLOCK 1, UNIVERSITY PLACE, INTO LOTS AND STREETS AS SHOWN HEREON.



PLACE RECORDING LABEL HERE

PROFESSIONAL LAND SURVEYOR — REGISTERED — STATE OF IDAHO — SCOTT L. TOLDNESS — PRELIMINARY

1/4	SECTION	TOWNSHIP	RANGE
	15	57 N	2 W

MONTANA IDAHO OREGON WASHINGTON

PROJECT #: 22–028 MULGREW
DRAWING NAME: 22–028 MULGREW PHASE 4

UNIVERSITY PLACE PHASE 4

GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208–265–4474

Scale:	
N/A	
Checked By: SLT	Drawn By: SWO
Plot Date: 10/7/2025	Sheet: 1 of

UNIVERSITY PLACE PHASE 4

LYING IN A PORTION OF THE E ½ OF SECTION 15,
TOWNSHIP 57 NORTH, RANGE 2 WEST,
BOISE MERIDIAN, CITY OF SANDPOINT,
BONNER COUNTY, IDAHO

CURVE	ARC	RADIUS	DELTA	CHORD	CHORD BEARING
C1	27.98'	20.00'	80°09'30"	25.75'	N50°33'42"E
C2	69.95'	50.00'	80°09'30"	64.38'	N50°33'42"E
C3	111.92'	80.00'	80°09'30"	103.02'	S50°33'42"W
C4	42.41'	330.00'	7°21'45"	42.38'	N14°09'50"E
C5	38.55'	300.00'	7°21'45"	38.52'	N14°09'50"E
C6	34.70'	270.00'	7°21'45"	34.67'	S14°09'50"W
C7	708.49'	1960.50'	20°42'20"	704.64'	S11°58'25"W

N

0 60 120 180

10
15
NORTH ¼ CORNER
SECTION 15
FOUND REFERENCE MARKS
BY PLS 6107
CP&F INST. NO. 807628

1 2 3 4 5 6 7 8 9 10 11 12 13

N89°24'25"W 850.27'

678.37'

4 5 6

U N I V E R S I T Y P L A C E P H A S E 2 A

P.O.B.

64.45'
32.23' 32.23'
107.45'
S22°00'39"W 10.73'
21.40'
S22°00'39"W 32.08'

C U L V E R ' S A D D I T I O N

B L K . 2

B L K . 1

N. BOYER AVE.
(PUBLIC PER PLAT OF CULVER'S ADD., BK. 1, PG. 97,
& INST. #579511, #656515, #105038)

N00°38'27"E 694.97'
N00°38'27"E 2641.86'
448.94'

LOT 1
6.38 ACRES

1

HERRING AVE. (PUBLIC)

N17°50'42"E 225.79'
224.70'
S17°50'42"W 223.60'
C4 C5 C6
60'

LOT 3
1.26 ACRES

R 1960.50' L 531.83'
CH S14°33'18"W, 530.20' Δ 15°32'34"

C7

U.P.R.R.

N10°28'57"E 173.60'
173.60'
N10°28'57"E 173.60'

10' WIDE UTILITIES EASEMENT

8' WIDE UTILITIES EASEMENT

80.00' N89°21'33"W
100.12' N86°29'48"W
N89°21'33"W 368.39'
C1 C2 C3

65.00'
35' 30' 65' 30' 60'
EAST EBBETT WAY (PUBLIC)
N89°21'33"W 548.39'

548.39'
N89°21'33"W 174.38'
240.86'
307.53'
481.91'
N89°21'33"W 722.77'

100'

EBBETT WAY

B L K . 1

181.04'

LOT 1
1.10 ACRES

2

S12°15'32"W 263.37'

L 176.66'
R 1960.50' Δ 5°09'46"
CH S04°12'08"W, 176.60'

LOT 2
4.26 ACRES

SP 91.18'
CH S00°43'26"W
CH 91.18'

205.68'
S00°16'14"W

1
2

U N I V E R S I T Y P L A C E U N P L A T T E D

B L K . 1

202.96'
184.88'
N14°43'41"E
B.N.S.F.
75'

N67°05'01"W 770.50'
567.54'

50' WIDE UTILITIES EASEMENT INST. NO. 60015

S89°27'11"E 2638.59'
BASIS OF BEARING

CENTER 15 T.57N., R.2W.B.M.

FOUND 2" ALUM. CAP
SET BY PLS 5576
CP&F INST. NO. 1049160

15
14

COMPUTED POSITION ONLY.
FALLS IN RAILROAD SWITCHING AREA.
CP&F FILED 9/25/1984

UNIVERSITY PLACE PHASE 4

GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-265-4474

Scale: 1"=60'
Checked By: SLT
Drawn By: SWO
Plot Date: 10/7/2025
Sheet: 2 of 3

1/4	Section	Township	Range
	15	57 N	2 W

MONTANA IDAHO OREGON WASHINGTON

PROJECT #: 22-028 MULGREW
DRAWING NAME: 22-028 MULGREW PHASE 4

LEGEND

- ◎ / ◉ FOUND / SET 5/8" X 24" REBAR & CAP, PLS 6603
- (1) BLOCK NUMBER (TYPICAL)
- 10' & 8' WIDE UTILITIES EASEMENT; SEE NOTE 'E', SHEET 1
- ○ COMPUTED POINT

PROFESSIONAL LAND SURVEYOR REGISTERED 6603 STATE OF IDAHO SCOTT L. TOLDNESS PRELIMINARY

PLACE RECORDING LABEL HERE

UNIVERSITY PLACE
PHASE 4

OWNER'S CERTIFICATE

KNOWN ALL MEN BY THESE PRESENTS THAT M & W HOLDINGS LLC, AN IDAHO LIMITED LIABILITY COMPANY, HEREBY CERTIFIES THAT IT IS THE OWNER OF THE REAL PROPERTY DESCRIBED IN THIS CERTIFICATE AND HAS CAUSED THE SAME TO BE PLATTED INTO LOTS AND STREETS, GRANTED FOR THE PURPOSES SHOWN HEREON, THE SAME TO BE KNOWN AS 'UNIVERSITY PLACE PHASE 4' BEING A PORTION OF LOT 2 OF BLOCK 1 OF THE PLAT OF UNIVERSITY PLACE, AS RECORDED IN BOOK 17 OF PLATS, PG. 53, RECORDS OF BONNER COUNTY, IDAHO, LYING IN THE E 1/2 OF SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO, MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE PLAT OF UNIVERSITY PLACE PHASE 2A, AS RECORDED IN BOOK 17 OF PLATS, PG. 54, RECORDS OF BONNER COUNTY, IDAHO; COMMON WITH THE WESTERLY RIGHT-OF-WAY OF THE UNION PACIFIC RAILROAD (FORMERLY THE SPOKANE INTERNATIONAL RAILROAD), SAID RAILROAD SHOWN ON THE RIGHT OF WAY AND TRACK MAP, SPOKANE INTERNATIONAL RAILWAY, BONNER COUNTY, STATION 3832+32.4 TO STATION 4031+46.2, DATED JUNE 30, 1917; MARKED WITH A 5/8" REBAR AND CAP BY PLS 6603;

THENCE ALONG THE EASTERLY LINE OF SAID LOT 2, BLOCK 1, UNIVERSITY PLACE, AND ALONG SAID WESTERLY RAILROAD RIGHT-OF-WAY, THE FOLLOWING THREE (3) COURSES:

1. 708.49 FEET ALONG A CURVE TO THE LEFT, HAVING A RADIUS OF 1960.50 FEET AND A DELTA ANGLE OF 20°42'20" (CHORD SOUTH 11°58'25" WEST, 704.64 FEET) TO A 5/8" REBAR AND CAP BY PLS 6603 AND A POINT OF SPIRAL CURVATURE, RECORD RAILROAD STATION 4028+89.5 PCS, SAID CURVE IS A RAILROAD TAPER CURVE TO THE LEFT, WHICH HAS A CENTERLINE ARC LENGTH OF 90.00 FEET AND A SPIRAL DELTA OF 1°21';
2. 91.18 FEET ALONG SAID SPIRAL CURVE TO THE LEFT (CHORD SOUTH 00°43'26" WEST, 91.18 FEET), WHICH IS OFFSET 50 FEET RIGHT OF SAID DESCRIBED CENTERLINE CURVE, TO A POINT OF TANGENCY, RECORD RAILROAD STATION 4029+79.5 PT, MARKED WITH A 5/8" REBAR AND CAP BY PLS 6603;
3. SOUTH 00°16'14" WEST, 205.68 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2, BLOCK 1, AND AN INTERSECTION WITH THE NORTHERLY RIGHT-OF-WAY OF THE BURLINGTON NORTHERN SANTA FE (B.N.S.F.) RAILROAD, MARKED WITH A 5/8" REBAR AND CAP BY PLS 6603;

THENCE LEAVING SAID EASTERLY LINE AND SAID WESTERLY RIGHT-OF-WAY, AND ALONG THE SOUTHERLY LINE OF SAID LOT 2, BLOCK 1, COMMON WITH SAID NORTHERLY B.N.S.F. RAILROAD RIGHT-OF-WAY, NORTH 67°05'01" WEST, 770.50 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2, BLOCK 1, AND AN INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY OF NORTH BOYER AVENUE, MARKED WITH A 5/8" REBAR AND CAP BY PLS 6603;

THENCE LEAVING SAID SOUTHERLY LINE AND SAID NORTHERLY B.N.S.F. RAILROAD RIGHT-OF-WAY, AND ALONG THE WESTERLY LINE OF SAID LOT 2, BLOCK 1, COMMON WITH SAID EASTERLY ROAD RIGHT-OF-WAY, NORTH 00°38'27" EAST, 694.97 FEET TO THE SOUTHWEST CORNER OF SAID PLAT OF UNIVERSITY PLACE PHASE 2A, MARKED WITH A 5/8" REBAR AND CAP BY PLS 6603;

THENCE LEAVING SAID WESTERLY LINE AND SAID EASTERLY ROAD RIGHT-OF-WAY, ALONG THE SOUTH LINE OF SAID PLAT OF UNIVERSITY PLACE PHASE 2A, SOUTH 89°24'25" EAST, 850.27 FEET TO THE **POINT OF BEGINNING**;

EAST EBBETT WAY, AND HERRING AVENUE, WITH VARYING WIDTHS AS SHOWN HEREON, ARE HEREBY DEDICATED TO THE CITY OF SANDPOINT FOR RIGHT-OF-WAY PURPOSES.

THE 10 FT. & 8 FT. WIDE UTILITIES EASEMENTS AS SHOWN HEREON ARE HEREBY GRANTED TO ALL UTILITY PROVIDERS OF THIS PLAT.

_____ _____
M&W HOLDINGS, LLC, DEREK MULGREW, MANAGER DATE

ACKNOWLEDGMENT

STATE OF _____ COUNTY OF _____

ON THIS _____ DAY OF _____, 20___, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED DEREK MULGREW, KNOWN OR IDENTIFIED TO ME TO BE A MANAGER OF M&W HOLDINGS, LLC, WHO EXECUTED THE FOREGOING INSTRUMENT AS MANAGER OF SAID LLC.

NOTARY PUBLIC FOR THE STATE OF _____
NOTARY PUBLIC

RESIDING AT: _____

MY COMMISSION EXPIRES: _____

INDEPENDENT HIGHWAY DISTRICT

THE FOREGOING PLAT WAS ACCEPTED AND APPROVED BY THE BOARD OF INDEPENDENT HIGHWAY DISTRICT COMMISSIONERS ON THE _____ DAY OF _____, 20___.

_____
INDEPENDENT HIGHWAY DISTRICT

APPROVAL OF THE CITY OF SANDPOINT

I, _____, MAYOR OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, DO HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND APPROVED THIS _____ DAY OF _____, 20___.

_____ _____
MAYOR CITY CLERK

CITY PLANNING DIRECTOR

THIS PLAT HAS BEEN EXAMINED AND APPROVED
THIS _____ DAY OF _____, 20___.

_____
CITY PLANNER

CITY ENGINEER

THIS PLAT HAS BEEN EXAMINED AND APPROVED
THIS _____ DAY OF _____, 20___.

_____
CITY ENGINEER

COUNTY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT THE REQUIRED TAXES ON THE HEREIN DESCRIBED PROPERTY HAVE BEEN FULLY PAID UP TO AND INCLUDING THE YEAR _____.

DATED THIS _____ DAY OF _____, 20___.

_____
BONNER COUNTY TREASURER

SURVEYOR'S CERTIFICATE

I, SCOTT L. TOLDNESS, PLS 6603, STATE OF IDAHO. DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED ON AN ACTUAL SURVEY LOCATED IN SECTION 15, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, CITY OF SANDPOINT, BONNER COUNTY, IDAHO, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN CORRECTLY THEREON AND THAT THE MONUMENTS HAVE BEEN PLACED AND ALL LOT CORNERS PROPERLY SET AND THE SURVEY IS IN COMPLIANCE WITH ALL PROVISIONS OF APPLICABLE STATE LAW AND LOCAL ORDINANCES.

_____ _____
SCOTT L. TOLDNESS, PLS 6603 DATE

PREPARED FOR:
M&W HOLDINGS, LLC
SANDPOINT, ID 83864

PROFESSIONAL LAND SURVEYOR — REGISTERED — 6603 — STATE OF IDAHO — SCOTT L. TOLDNESS — PRELIMINARY

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THE HEREIN PLAT AND APPROVE THE SAME FOR RECORDING THIS ____ DAY OF _____, 20___.

_____
BONNER COUNTY SURVEYOR

PANHANDLE HEALTH DISTRICT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 13 HAVE BEEN SATISFIED FOR UNIVERSITY PLACE PHASE 4 BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (QLPE) REPRESENTING THE CITY OF SANDPOINT. BUYER IS CAUTIONED THAT AT THE TIME OF THIS APPROVAL, NO DRINKING WATER OR SEWER FACILITIES WERE CONSTRUCTED. BUILDING CONSTRUCTION CAN BE ALLOWED WITH APPROPRIATE BUILDING PERMITS IF DRINKING WATER OR SEWER FACILITIES HAVE SINCE BEEN CONSTRUCTED OR IF THE DEVELOPER IS SIMULTANEOUSLY CONSTRUCTING THOSE FACILITIES. IF THE DEVELOPER FAILS TO CONSTRUCT FACILITIES OR MEET THE OTHER CONDITIONS OF DEQ, THEN SANITARY RESTRICTIONS MAY BE REIMPOSED, IN ACCORDANCE WITH SECTION 50-1326, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND NO CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRING DRINKING WATER OR SEWER FACILITIES SHALL BE ALLOWED.

_____ _____
DATE HEALTH DISTRICT SIGNATURE

WATER AND SEWER NOTE

WATER SERVICE: CITY OF SANDPOINT MUNICIPAL WATER SYSTEM
SEWER SERVICE: CITY OF SANDPOINT MUNICIPAL WATER SYSTEM

RECORDER'S CERTIFICATE

FILED THIS ____ DAY OF _____, 20___, AT _____ __.M.,
IN BOOK ____ OF PLATS AT PAGE ____ AT THE REQUEST OF
GLAHE AND ASSOCIATES, INC., AS INSTRUMENT NO. _____.

_____ _____
COUNTY RECORDER BY DEPUTY

$_____
FEE

PLACE RECORDING LABEL HERE

1/4	Section	Township	Range
	15	57 N	2 W

MONTANA IDAHO OREGON WASHINGTON

PROJECT #: 22-028 MULGREW
DRAWING NAME: 22-028 MULGREW PHASE 4

UNIVERSITY PLACE
PHASE 4

GLAHE & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
303 Church Street
Sandpoint, Idaho 83864
208-265-4474

Scale:	
N/A	
Checked By: SLT	Drawn By: SWO
Plot Date: 10/7/2025	Sheet: 3 of

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 23, 2026

MEETING DATE: March 4, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: Professional Services Agreement No. A26-3452-2 with Century West Engineering for Woodland Drive Water Main Replacement Project

DESCRIPTION/BACKGROUND:

The Woodland Drive Watermain Replacement Project is identified as a portion of Project P-36 in the City of Sandpoint Water System Master Plan and is included in the adopted FY2026 Capital Improvement Plan, Water Fund. The project proposes replacement of approximately 2,300 linear feet of existing 18-inch coal tar enamel–lined steel watermain along Woodland Drive between Great Northern Road and North Boyer Road. The Water System Master Plan identifies this project as a priority due to a higher frequency of water taste and odor issues and potential for increased maintenance costs associated with leak repairs in aging pipe.

Replacement of this mainline supports the City's long-term asset management strategy by proactively addressing aging infrastructure before failure occurs. Continued operation of the existing main presents increased risk of water loss, service disruption, emergency repair costs, and public complaints.

Century West Engineering has been selected from the City's Professional Services Roster to provide professional engineering services for design of the Woodland Drive Watermain Replacement Project.

The scope of services includes survey and design of approximately 2,310 linear feet of 18-inch watermain replacement, replacement of associated valves, fittings, and service laterals, preparation of construction documents (plans, specifications, and cost estimates), bidding support, and services during construction.

The proposed design will replace the existing coal tar enamel–lined steel pipe with new PVC pipe that improve system reliability, reduce taste and odor concerns, and lower long-term maintenance costs.

Design will commence immediately upon award. Construction is anticipated during the 2026 construction season, pending Council approval of the construction contract following competitive bidding in accordance with Idaho Code.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the Professional Services Agreement with Century West Engineering in the amount of $149,000.00 for design and engineering services for the Woodland Drive Watermain Replacement Project and authorize the Mayor to sign the Professional Services Agreement.

ACTION:

Move to approve the Professional Services Agreement with Century West Engineering in the amount of $149,000.00 for design services for the Woodland Drive Watermain Replacement Project and authorize the Mayor to sign the Professional Services Agreement.

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

ATTACHMENTS:

Proposed Resolution

Professional Services Agreement No. A26-3452-2 with Century West Engineering for Woodland Drive Water Main Replacement Project

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PROFESSIONAL SERVICES AGREEMENT WITH CENTURY WEST ENGINEERING FOR WOODLAND DRIVE WATER MAIN REPLACEMENT PROJECT (CITY AGREEMENT NO. A26-3452-2)

WHEREAS: The Woodland Drive Water Main Replacement Project is identified as a portion of Project P-36 in the City of Sandpoint Water System Master Plan and is included in the adopted FY2026 Capital Improvement Plan, Water Fund, with the project proposing replacement of approximately 2,300 linear feet of existing 18-inch coal tar enamel–lined steel water main along Woodland Drive between Great Northern Road and North Boyer Road;

WHEREAS: The Master Plan identifies this project as a priority due to a higher frequency of water taste and odor issues and potential for increased maintenance costs associated with leak repairs in aging pipe;

WHEREAS: Replacement of this main line supports the City's long-term asset management strategy by proactively addressing aging infrastructure before failure occurs, where continued operation of the existing main presents increased risk of water loss, service disruption, emergency repair costs, and public complaints;

WHEREAS: Century West Engineering has been selected from the City's Professional Services Roster to provide professional engineering services for design of this project, with the scope of services to include survey and design of approximately 2,310 linear feet of 18-inch water main replacement, replacement of associated valves, fittings, and service laterals, preparation of construction documents (plans, specifications, and cost estimates), bidding support, and services during construction;

WHEREAS: The design, as proposed, will replace the existing coal tar enamel–lined steel pipe with new PVC pipe, improving system reliability, reducing taste and odor concerns, and lowering long-term maintenance costs; and

WHEREAS: Design services will commence immediately upon award, with construction anticipated during the 2026 construction season, pending Council approval of the construction contract following competitive bidding in accordance with Idaho Code.

NOW, THEREFORE, BE IT RESOLVED THAT: The Professional Services Agreement with Century West Engineering for Woodland Drive Water Main Replacement Project (City Agreement No. A26-3452-2) in the amount of $149,000.00, 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: The Mayor or his designee is hereby authorized, on behalf of the City, to execute this agreement.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 23, 2026

MEETING DATE: March 4, 2026

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: Third Amendment to Professional Services Agreement with Stantec Consulting Services, Inc. (No. A25-3257-2) and Approval and Issuance of Task Order No. 4 – WWTP Screw Press Engineering Services During Construction

DESCRIPTION/BACKGROUND:

The City's Wastewater Treatment Plant (WWTP) solids handling equipment (belt presses) have reached the end of its useful life and presents increasing operational and reliability concerns. The existing dewatering system has experienced ongoing maintenance issues, creating operational risk and potential compliance exposure.

During a recent compliance audit, the Idaho Department of Environmental Quality (DEQ) identified the condition of the existing solids handling equipment as a deficiency and indicated that replacement is necessary to ensure reliable treatment performance and regulatory compliance. DEQ's findings further reinforce the need to proceed with replacement of the aging dewatering system.

To address these concerns, the City initiated design for installation of two Huber Q-Press screw presses within the existing Solids Handling Building. The screw press technology was selected following evaluation of alternatives and pilot testing conducted at the Sandpoint WWTP. Due to the dimensional and structural constraints of the existing Solids Handling Building, Huber Technology, Inc. was determined to be the only manufacturer able to provide equipment that met the space, loading, and operational requirements while successfully completing pilot testing at the facility.

On September 3, 2025, City Council declared Huber Technology, Inc. a sole source vendor for procurement of two Q-Press screw presses and associated parts for the City's WWTP, finding that competitive bidding was impractical under Idaho Code §67-2808. The City subsequently published the required Advertisement for Sole Source Procurement in compliance with Idaho Code.

On September 3, 2025, City Council retained Stantec Consulting Services, Inc. under the first amendment to Agreement No. A25-3257-2 to complete preliminary and final design services for the screw press installation under Task Order No. 2. Task Order No. 2 did not include Engineering Services During Construction (ESDC).

Construction of the screw press improvements is now scheduled to proceed. Engineering Services During Construction are required to ensure proper installation, startup, commissioning, and documentation of the equipment consistent with the design intent and manufacturer requirements.

Task Order No. 3 authorizes Stantec to provide Engineering Services During Construction (ESDC) for installation of the Huber Q-Press screw presses at the WWTP. These services include submittal and shop drawing review, requests for Information (RFI) responses, change order review, limited site

observations, startup and commissioning support, final punch list review, and record drawing preparation. These services are necessary to protect the City's investment, ensure proper installation of critical solids handling equipment, and support successful commissioning and long-term operational reliability.

The proposed not-to-exceed amount for Task Order No. 3 is $81,827.00.

Due to the cumulative value of authorized task orders under Agreement No. A25-3257-2, an amendment to increase the overall not-to-exceed contract authorization is required prior to issuance of Task Order No. 3. The amendment modifies only the overall contract value and does not alter the terms and conditions of the original agreement.

Engineering Services During Construction are funded within the Wastewater Fund capital budget allocated for the screw press project as a bridge improvement until the WWTP is reconstructed.

STAFF RECOMMENDATION:

Staff recommends that City Council:

1. Approve Amendment No. 3 to Agreement No. A25-3257-2 with Stantec Consulting Services, Inc., increasing the overall contract authorization not-to-exceed $300,000; and
2. Approve Task Order No. 4 under Agreement No. A25-3257-2 in the not-to-exceed amount of $81,827.00 for Engineering Services During Construction for the WWTP Screw Press installation; and
3. Authorize the Mayor to sign the Amendment and Task Order documents.

ACTION:

Move to approve Amendment No. 3 to Agreement No. A25-3257-2 with Stantec Consulting Services, Inc., increasing the overall contract authorization not-to-exceed $300,000, and to approve Task Order No. 4 in the amount of $81,827.00 for Engineering Services During Construction for the WWTP Screw Press installation, and authorize the Mayor to sign the documents.

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

ATTACHMENTS:

Proposed Resolution

Proposed Third Amendment to A25-3257-2

Proposed Task Order 4 – WWTP Screw Press Services During Construction

A25-3257-2 Task Order 1 – WWTP PER Review

A25-3257-2 Task Order 2 – WWTP Screw Press Design

A25-3257-2 Task Order 3 – WWTP Slide Gate Report

A25-3257-2 Amendment 1

A25-3257-2 Amendment 2

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH STANTEC CONSULTING SERVICES, INC. (NO. A25-3257-2), AND ISSUANCE OF TASK ORDER NO. 4 FOR WWTP SCREW PRESS ENGINEERING SERVICES DURING CONSTRUCTION

WHEREAS: The City's Wastewater Treatment Plant (WWTP) solids-handling belt presses have reached the end of their useful life presenting increasing operational and reliability concerns;

WHEREAS: On September 3, 2025, under Resolution 25-034, City Council declared Huber Technology, Inc., a sole source vendor for procurement of two Q-Press screw presses and associated parts for the WWTP, finding that competitive bidding was impractical under Idaho Code § 67-2808, with the City subsequently publishing the required Advertisement for Sole Source Procurement in compliance with Idaho Code;

WHEREAS: Additionally on September 3, 2025, under Resolution 25-033, First Amendment to Agreement No. A25-3257-2, Council retained Stantec Consulting Services, Inc., to complete preliminary and final design services for the WWTP screw press installation under Task Order No. 2, not including Engineering Services During Construction (ESDC);

WHEREAS: At this time, Task Order No. 4 would now authorize Stantec to provide ESDC for installation of the Huber Q-Press screw presses;

WHEREAS: The proposed not-to-exceed amount for Task Order No. 4 is $81,827.00, modifying only the overall contract value, not the terms and conditions of the original agreement; and

WHEREAS: Engineering Services During Construction are funded within the Wastewater Fund capital budget allocated for the screw press project as a bridge improvement until the WWTP is reconstructed.

NOW, THEREFORE, BE IT RESOLVED THAT: Amendment No. 3 to the City's Agreement with Stantec Consulting Services, Inc. (City Agreement A25-3257-2), increasing the overall contract authorization not-to-exceed $300,000.00, 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: Task Order No. 4 with this Agreement, in the not-to-exceed amount of $81,827.00 for Engineering Services During

Construction, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is also hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized, on behalf of the City, to sign the Amendment and Task Order documents.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

TASK ORDER EDITION

THIS IS AN AGREEMENT effective as of January 24, 2025 ("Effective Date of the Agreement") between City of Sandpoint, 1123 Lake Street, Sandpoint, Idaho 83864 ("Owner") and Stantec Consulting Services Inc. 727 E Riverpark Lane, Ste 150, Boise, Idaho 83706 ("Engineer"). Other terms used in this Agreement are defined in Article 7.

From time-to-time, the Owner may request that the Engineer provide professional services for Specific Projects. Each engagement will be documented by a Task Order. This Agreement sets forth the general terms and conditions which shall apply to all Task Orders duly executed under this Agreement.

Owner and Engineer further agree as follows:

ARTICLE 1 – SERVICES OF ENGINEER

1.01 Scope

A. Engineer's services will generally include planning, design, and cost estimating associated with maintenance, repair, and reconstruction of wastewater treatment facilities.

B. Engineer's services will be detailed in a duly executed Task Order for each Specific Project. Each Task Order will indicate the specific services to be performed, deliverables to be provided, the time for performance, and basis of compensation. Electronic correspondence and exchange of plans and deliverables is the preferred method of communication.

C. This Agreement is not a commitment by Owner to Engineer to issue any Task Orders.

D. Engineer shall not be obligated to perform any prospective Task Order unless and until Owner and Engineer agree as to the particulates of the Specific Project, including the scope of services, time for performance, compensation, and all other appropriate matters.

E. The maximum not-to-exceed amount of this Agreement, including all Task Orders combined, is **$70,000.00.**

1.02 Task Order Procedure

A. Owner and Engineer shall agree on the scope, time for performance, and basis of compensation for each Task Order. With respect to the scope of Engineer's services, each specific Task Order shall either state the scope of services in the Task Order document itself,. Each duly executed Task Order shall be subject to the terms and conditions of this Agreement.

B. Engineer will commence performance as set forth in the Task Order.

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C. Engineer shall provide, or cause to be provided, the services set forth in the Task Order.

ARTICLE 2 – OWNER'S RESPONSIBILITIES

2.01 *General*

A. Owner shall have the responsibilities set forth in this Agreement and in each Task Order.

B. Owner shall pay Engineer as set forth in each Task Order, pursuant to the applicable terms of Article 4 and Exhibit A.

ARTICLE 3 – TERM; TIMES FOR RENDERING SERVICES

3.01 Term

A. This Agreement shall be effective and applicable to Task Orders issued hereunder until December 31, 2025.

B. The parties may extend or renew this Agreement, with or without changes, by written instrument establishing a new term.

3.02 Times for Rendering Services

A. The Effective Date of the Task Order and the times for completing services or providing deliverables will be stated in each Task Order. Engineer is authorized to begin rendering services under a Task Order as of the Effective Date of the Task Order.

B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

C. If Owner authorizes changes in the scope, extent, or character of the Specific Project, or Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

ARTICLE 4 – INVOICES AND PAYMENTS

4.01 Invoices

A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices, the terms of Exhibit A, and the specific Task Order. Engineer shall submit its invoices to Owner upon completion of each task. Invoices are due and payable within 30 days of receipt.

4.02 Payments

A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.

B. *Failure to Pay:* If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:

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1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and

2. Engineer may, after giving seven days' written notice to Owner, suspend services under any Task Order issued until Owner has paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraph 4.01.

D. *Sales or Use Taxes:* If after the Effective Date of a Task Order any governmental entity takes a legislative action that imposes additional sales or use taxes on Engineer's services or compensation under the Task Order, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit A and the specific Task Order.

ARTICLE 5 – OPINIONS OF COST

5.01 Opinions of Probable Construction Cost

A. Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate.

5.02 Designing to Construction Cost Limit – NOT USED

5.03 Opinion of Total Project Costs

A. The services, if any, of Engineer with respects to Total Project Costs for a Specific Project shall be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total project Costs.

ARTICLE 6 – GENERAL CONSIDERATIONS

6.01 Standards of Performance

A. *Standard of Care:* The standard of care for all professional consulting and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the

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subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.

B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.

C. *Subconsultants:* Engineer may retain such subconsultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.

D. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Subconsultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

E. Engineer and Owner shall comply with applicable Laws and Regulations.

F. At all times material hereto, the Engineer 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 Owner as an additional insured on each such policy or policies of insurance. The Engineer shall provide the Owner with proof of such insurance for the entire term of this Agreement. The Engineer 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, naming the Owner as an additional insured on each such policy or policies. All employees of the Engineer are deemed its employees only, and Engineer 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 Owner for the entire term of this Agreement.

G. Engineer shall provide evidence of and maintain insurance in accordance with industry standards, state laws, and providing no less than $1,000,000.00 in professional errors and omissions naming City of Sandpoint as Additional Insured.

H. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or for enforcement of construction insurance or surety bonding requirements.

I. Engineer's services do not include providing legal advice or representation.

J. Engineer's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.

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6.02 Controlling Law

A. This Contract is to be governed by the law of the State of Idaho. The jurisdiction/venue for any action arising out of performance of this Contract, 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. In any action to enforce the terms and conditions of this Contract, the prevailing party may recover its reasonable attorney fees.

6.03 Successors, Assigns, and Beneficiaries

A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise in this Agreement:

1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.

2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

3. The Owner agrees that the substance of the provisions of this Paragraph 6.08.C shall appear in any Construction Contract Documents prepared for any Specific Project under this Agreement.

6.04 Indemnification

Indemnification by Engineer: Engineer 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, to the extent caused by Engineer negligent acts, errors, 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.

6.05 Records Retention

A. Engineer shall maintain on file in legible form, for a period of five years following completion or termination of its services under each Task Order, all Documents, records (including cost records), and design calculations related to Engineer's services or pertinent to Engineer's performance under the Task Order. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost.

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6.06 Miscellaneous Provisions

A. *Notices:* Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

B. *Survival:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

C. *Severability:* Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

D. *Waiver:* A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

E. *Accrual of Claims*: To the fullest extent permitted by Laws and Regulations, all causes of action arising under a Specific Project shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion of such Specific Project.

F. *Applicability to Task Orders:* The terms and conditions set forth in this Agreement apply to each Task Order as if set forth in the Task Order, unless specifically modified. In the event of conflicts between this Agreement and a Task Order, the conflicting provisions of the Task Order shall take precedence for that Task Order. The provisions of this Agreement shall be modified only by a written instrument. Such amendments shall be applicable to all Task Orders issued after the effective date of the amendment if not otherwise set forth in the amendment.

G. *Non-Exclusive Agreement*: Nothing herein shall establish an exclusive relationship between Owner and Engineer. Owner may enter into similar agreements with other professionals for the same or different types of services contemplated hereunder, and Engineer may enter into similar or different agreements with other project owners for the same or different services contemplated hereunder.

ARTICLE 7 – DEFINITIONS

7.01 *Defined Terms*

A. Wherever used in this Agreement (including the Exhibits hereto and any Task Order) terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits or Task Order, or in the following definitions:

1. *Agreement*—This written contract for professional services between Owner and Engineer, including all exhibits identified in Article 8.

2. *Basic Services*—The services to be performed for or furnished to Owner by Engineer in accordance with a specific Task Order, as specified in the Task Order (but not including Additional Services performed or furnished pursuant to an amendment to the specific Task Order).

3. *Effective Date of the Agreement*—The date indicated in this Agreement on which it becomes

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effective, but if no such date is indicated, it means the date on which the Agreement is signed and delivered by the last of the two parties to sign and deliver.

4. *Effective Date of the Task Order*—The date indicated in the Task Order on which it becomes effective, but if no such date is indicated, it means the date on which the Task Order is signed and delivered by the last of the two parties to sign and deliver.

5. *Engineer*—The individual or entity named as such in this Agreement.

6. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

7. *Owner*—The individual or entity with which Engineer has entered into this Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning Specific Projects.

8. *Specific Project*—The total specific undertaking to be accomplished for Owner by Engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under a specific Task Order are a part.

9. Subconsultants—Individuals or entities having a contract with Engineer to furnish services with respect to a Specific Project as Engineer's independent professional associates, subcontractors, or vendors.

10. *Task Order*—A document executed by Owner and Engineer, including amendments if any, stating the scope of services, Engineer's compensation, times for performance of services and other relevant information for a Specific Project.

11. *Work Change Directive*—A written directive to a Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

B. *Day:* The word "day" means a calendar day of 24 hours measured from midnight to the next midnight.

ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS

8.01 Exhibits Included:

Exhibit A, Payments to Engineer for Services and Reimbursable Expenses

8.02 Total Agreement

A. This Agreement (together with the Exhibits included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties.

B. An executed Task Order under this Agreement (including any incorporated exhibits or attachments) constitutes the entire agreement between Owner and Engineer with respect to the Specific Project, and supersedes all prior written or oral understandings. Such a Task Order may only be amended,

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supplemented, modified, or canceled by a written instrument duly executed by both parties.

8.03 Designated Representatives

A. With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer's and Owner's representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party that the individual represents. Each Task Order shall likewise designate representatives of the two parties with respect to that Task Order.

8.04 Engineer's Certifications

A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.05:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the selection process or in the Agreement execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;

"coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on Page 1.

OWNER: City of Sandpoint

By: DocuSigned by: 1029BEA1346341E... _____

Print Name: Jeremy Grimm

Title: Mayor

Date Signed: 1/24/2025

Address for Owner's receipt of notices:

1123 Lake Street
Sandpoint, Idaho 83864

ENGINEER:

By: DocuSigned by: Nick Smith 02D3964425134B3... _____

Print Name: Nick Smith

Title: Principal Project Manager

Date Signed: 1/25/2025

Address for Engineer's receipt of notices:

727 E Riverpark Ln, Ste 150
Boise, ID 83706

MODIFIED EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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Docusign Envelope ID: 973394F6-14E9-4C51-BB58-18C4983038F8

This is **EXHIBIT A**, consisting of [1] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated [January 24, 2025].

Payments to Engineer for Services

The following standard rates are incorporated into the Agreement:

A. The bases of compensation (compensation methods) shall be identified in each specific Task Order. Owner shall pay Engineer for services in accordance with the applicable basis of compensation.

B. The three following bases of compensation are used for services under the Task Orders, as identified in each specific Task Order:
   1. Lump Sum (plus any expenses expressly eligible for reimbursement)
   2. Standard Hourly Rates (plus any expenses expressly eligible for reimbursement)
   3. Direct Labor Costs Times a Factor (plus any expenses expressly eligible for reimbursement)

C. Standard Hourly Rates

1. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

2. The total estimated compensation for the specified category of services shall be stated in the Task Order.

3. The rates provided below shall be in effect for the Sandpoint Professional On-call Support Services work.

4. Services provided by CONSULTANT personnel in various labor categories will be billed at the following negotiated hourly rates (inclusive of salary, overhead, and fee):

Billing Category	***Billing Rate**
Vice President / Specialized Technical Expert *Heather Stephens, Mike Van Doorn*	$ 325.00
Senior Principal *Nick Smith, Michael Fuss*	$ 280.00
Principal *Nate Brown*	$ 255.00
Senior Associate	$ 240.00
Associate	$ 215.00
Supervising Professional	$ 195.00
Professional Engineer *Danielle Philbrick*	$ 175.00

Docusign Envelope ID: 973394F6-14E9-4C51-BB58-18C4983038F8

Senior CAD / Modeler *Marty Anderson*	$ 160.00
EIT / CAD *Andrea Carpenter, Laura Swanberg*	$ 145.00
Senior Administration / Junior Modeler *Emily DeVitis, Andrew Eichenlaub*	$ 122.00
Administration / Intern *Grayson Anderson, Emma Shores*	$ 95.00

**The above unit prices include payroll taxes, insurance costs, fringe benefits, general overhead, and consultant profit. These rates are valid through December 31, 2025.*

5. Travel costs: Expenses will be billed to the City of Sandpoint for travel based outside of 60 miles of the City.

6. Subconsultant markups will be limited to 10% and will be paid on a lump sum basis

This is **EXHIBIT K**, consisting of **[2]** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **[01/24/2025]**.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1

The Effective Date of this Amendment is: 9/3/2025.

Background Data

Effective Date of Owner-Engineer Agreement: 01/24/2025

Owner-Engineer Agreement No.: A25-3257-2

Owner: City of Sandpoint

Engineer: Stantec Consulting Services, Inc.

Project: Professional Design Services – Wastewater Treatment Facilities

Nature of Amendment:

XX Modification to Schedule of Services

XX Modification of Payment to Engineer

Description of Modifications:

Modifications to the original Agreement is as follows:

ARTICLE 1 – SERVICES OF ENGINEER

1.01 *Scope*

E. The maximum not-to-exceed amount of this Agreement, including all Task Orders combined is **$200,000.00**.

ARTICLE 3 – TERM; TIMES FOR RENDERING SERVICES is amended as follows:

3.01 *Term*

A. This Agreement shall be effective and applicable to Task Orders issued hereunder through December 31, 2026 provided City Council continued program funding in subsequent fiscal years, which commences October 01 each year.

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Agreement Summary

a.	Original Agreement amount:	$70,000.00
b.	Net change for prior amendments:	$0
c.	This amendment amount:	$130,000.00
d.	Adjusted Agreement amount:	$200,000.00

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit A.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:	ENGINEER:
City of Sandpoint	Stantec
	Nick Smith (Sep 4, 2025 15:22:26 PDT)
By:	By:
Print name: Jeremy Grimm	Print name: Nick Smith
Title: MAYOR	Title: PRINCIPAL PROJECT MANAGER
Date Signed: 9/3/2025	Date Signed: 09/04/2025

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This is part of the **Agreement between Owner and Engineer for Professional Services** dated of [January 24, 2025].

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Second Amendment

The Effective Date of this Amendment is: January 1, 2026

Background Data

Effective Date of Owner-Engineer Agreement: January 24, 2025

Owner-Engineer Agreement No.: A25-3257-2

Owner: City of Sandpoint

Engineer: Stantec Consulting Services, Inc., 727 E Riverpark Lane, Ste 150, Boise, Idaho 83706

Nature of Amendment:

_XX_ Modification to Standard On-Call Hourly Rates beginning January 1, 2026

Description of Modifications:

Exhibit A to be modified and adopt Engineer's new Rate Table of Pay for On-Call Support Services as of January 1, 2026. Modifications are as follows:

1. The rates provided below shall be in effect for the Sandpoint Professional On-call Support Services work.
2. Services provided by ENGINEER personnel in various labor categories will be billed at the following negotiated hourly rates (inclusive of salary, overhead, and fee):

Billing Category	***Billing Rate**
Vice President / Specialized Technical Expert *Heather Stephens, Mike Van Doorn, Nate Brown*	$ 335
Senior Principal *Nick Smith, Michael Fuss*	$ 290
Principal *Savvas Savvas*	$ 265
Senior Associate *Jason Hurless, Chris Deerkop*	$ 245
Associate *Eric Sanchez*	$ 220
Supervising Professional	$ 200
Professional Engineer *Danielle Philbrick*	$ 180

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Senior CAD / Modeler *Marty Anderson*	$ 165
EIT / CAD *Laura Swanberg*	$ 150
Senior Administration / Junior Modeler *Emily DeVitis,*	$ 130
Administration / Intern *Andrew Eichenlaub*	$ 95

**The above unit prices include payroll taxes, insurance costs, fringe benefits, general overhead, and consultant profit. These rates are valid through December 31, 2026.*

3. Travel costs: Expenses will be billed to the OWNER for travel based outside of 60 miles of the City.
4. Subconsultant markups will be limited to 10% and will be paid on a lump sum basis.

Agreement Summary:

Original agreement amount:	$70,000
Net change for prior amendments:	$130,000
This amendment amount:	N/A
Adjusted Agreement amount:	$200,000

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit A.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:
City of Sandpoint

By: Jeremy Grimm (Jan 12, 2026 07:58:28 PST)
Print name: Jeremy Grimm
Title: Mayor
Date Signed: 01/12/2026

ENGINEER:
Stantec Consulting Services, Inc.

By: Nick smith (Jan 7, 2026 18:16:51 MST)
Print name: Nick Smith
Title: Senior Principal Project Manager
Date Signed: 01/07/2026

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This is part of the **Agreement between Owner and Engineer for Professional Services** dated of [January 24, 2025].

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Third Amendment

The Effective Date of this Amendment is: February 25, 2026

Background Data

Effective Date of Owner-Engineer Agreement: January 24, 2025

Owner-Engineer Agreement No.: A25-3257-2

Owner: City of Sandpoint

Engineer: Stantec Consulting Services, Inc., 727 E Riverpark Lane, Ste 150, Boise, Idaho 83706

Nature of Amendment:

_XX_ Modification to Schedule of Services

_XX_ Modification of Payment to Engineer

Description of Modifications:

ARTICLE – SERVICES OF ENGINEER

1.01.1 Scope

E. The maximum not-to-exceed amount of this Agreement, including all task Orders combined is $300,000.00.

ARTICLE – TERM; TIMES FOR RENDERING SERVICES is amended as follows:

3.01 *Term*

A. This Agreement shall be effective and applicable to Task Orders issued hereunder through April 30, 2027 provided City Council continued program funding in subsequent fiscal years, which commences October 01 each year.

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Agreement Summary:

a.	Original Agreement amount:	$ 70,000.00
b.	Net change for prior amendments:	$ 130,000.00
c.	This amendment amount:	$ 100,000.00
d.	Adjusted Agreement amount:	$ 300,000.00

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit A.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:	ENGINEER:
City of Sandpoint	Stantec Consulting Services, Inc.
By: _____	By: Nick Smith (Feb 25, 2026 23:17:53 MST)
Print name: _____	Print name: Nick Smith
Title: _____	Title: Senior Principal Project Manager
Date Signed: _____	Date Signed: 02/25/2026

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A25-3257-2 STANTEC TASK ORDER AGREEMENT THIRD AMENDMENT

Final Audit Report 2026-02-26

Created:	2026-02-25
By:	Heather Faircloth (hfaircloth@sandpointidaho.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnzk5mWYTnk7IAvKYSBtsMyLou-L-H514

"A25-3257-2 STANTEC TASK ORDER AGREEMENT THIRD A MENDMENT" History

Document created by Heather Faircloth (hfaircloth@sandpointidaho.gov)
2026-02-25 - 9:09:19 PM GMT

Document emailed to nickolas.smith@stantec.com for signature
2026-02-25 - 9:09:24 PM GMT

Email viewed by nickolas.smith@stantec.com
2026-02-26 - 6:16:44 AM GMT

Signer nickolas.smith@stantec.com entered name at signing as Nick Smith
2026-02-26 - 6:17:51 AM GMT

Document e-signed by Nick Smith (nickolas.smith@stantec.com)
Signature Date: 2026-02-26 - 6:17:53 AM GMT - Time Source: server

Agreement completed.
2026-02-26 - 6:17:53 AM GMT

Agreement No. A25-3257-2
Task Order No. 1

TASK ORDER

In accordance with the Agreement Between Owner and Consultant for Professional Services, dated January 24, 2025 ("Agreement"), Owner and Consultant agree as follows:

1. Background Data

a.	Effective Date of Task Order:	May 6, 2025
b.	Owner:	City of Sandpoint
c.	Consultant:	Stantec Consulting Services Inc.
d.	Agreement Number:	A25-3257-2
e.	Specific Project (title):	Wastewater Treatment Plant Preliminary Engineering Report, Technical Advisor

2. Services of Consultant

Consultant will review and advise the Owner on Wastewater Treatment Plant Preliminary Engineering Report (PER) development efforts, as experienced design professionals. The scope of work may include performing review of PER deliverables for technical deficiencies, constructability concerns, or other issues that may impact the project's construction sequencing, safety, cost or schedule will be flagged, upon request by the City. Consultant will attend a one hour kick off meeting with the Design Engineer, facilitated by the Owner.

3. Owner's Responsibilities

Owner shall provide the Consultant with deliverables for review. Owner will facilitate all coordination with the Design Engineer.

4. Task Order Schedule

All review comments must be provided within 10 business days of Consultant's receipt of the review materials. Services are anticipated through June 30, 2025.

5. Payments to Consultant

The terms of payment are set forth in the Agreement. The authorized, not to exceed, amount for this Task Order No. 1 is $10,368.00.

6. Terms and Conditions

Execution of this Task Order by Owner and Consultant shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Consultant is authorized to begin performance upon the Effective Date of this Task Order signed by Owner.

The Effective Date of this Task Order is January 24, 2025.

OWNER:

By: _____
Jeremy Grimm (Sep 15, 2025 10:24:25 PDT)
09/15/2025

Print Name: Jeremy Grimm

Title: Mayor

CONSULTANT:

By: _____
09/03/2025

Print Name: Nick Smith

Title: Principal Project Manager

STANTEC TASK ORDER NO 1 (A25-3257-2)

Final Audit Report 2025-09-15

Created:	2025-09-03
By:	Heather Faircloth (hfaircloth@sandpointidaho.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4bgv2n9_Y2iHW_9BoEkIxWWkgkVsIoRJ

"STANTEC TASK ORDER NO 1 (A25-3257-2)" History

Document created by Heather Faircloth (hfaircloth@sandpointidaho.gov)
2025-09-03 - 3:34:31 PM GMT

Document emailed to nickolas.smith@stantec.com for signature
2025-09-03 - 3:34:34 PM GMT

Email viewed by nickolas.smith@stantec.com
2025-09-03 - 4:28:52 PM GMT

Signer nickolas.smith@stantec.com entered name at signing as Nick Smith
2025-09-03 - 4:30:04 PM GMT

Document e-signed by Nick Smith (nickolas.smith@stantec.com)
Signature Date: 2025-09-03 - 4:30:06 PM GMT - Time Source: server

Document emailed to Jeremy Grimm (jgrimm@sandpointidaho.gov) for signature
2025-09-03 - 4:30:08 PM GMT

Document e-signed by Jeremy Grimm (jgrimm@sandpointidaho.gov)
Signature Date: 2025-09-15 - 5:34:25 PM GMT - Time Source: server

Agreement completed.
2025-09-15 - 5:34:25 PM GMT

Agreement No. A25-3257-2
Task Order No. 2

TASK ORDER

In accordance with the Agreement Between Owner and Consultant for Professional Services, dated January 24, 2025 ("Agreement"), Owner and Consultant agree as follows:

1. Background Data

a.	Effective Date of Task Order:	April 1, 2025
b.	Owner:	City of Sandpoint
c.	Consultant:	Stantec Consulting Services Inc.
d.	Agreement Number:	A25-3257-2
e.	Specific Project (title): Engineering Report, Technical Advisor	Wastewater Treatment Plant Preliminary

2. Services of Consultant

Screw Press Design and Installation

The City of Sandpoint (City) wastewater treatment plant (WWTP) is currently using old belt presses for their dewatering needs. Recently Idaho Department of Environmental Quality (DEQ) has cited these units as deficient and in need of replacement or repair. The City has requested that Stantec provide preliminary and final design and bid support for new screw presses for the WWTP. As part of this task order (TO) effort, Stantec plans to perform the following tasks:

- Project Management and Administration – These services include tracking, invoicing and general coordination of the City and engineering staff including Task Orders 1 and 2. This work will also include the administrative duties for TO1 (PER Review) and internal coordination meetings.
- Preliminary Design
    - Site Visit/Kickoff Meeting – Two staff for a site visit and virtual kickoff meeting (includes site travel expenses).
    - Develop Design Criteria and Assumptions:
        - Confirm flows/loads (use previous data and estimates)
        - Electrical
        - Chemical type (using existing polymer feed system and type)

- Code compliance
- HVAC needs
- Confirm sole source or open bid
- Prepurchase of screw press is assumed (in lieu of contractor purchase after bid award)

- Discipline Site Visit and Fatal Flaw Evaluation

  - This task includes a structural, building mechanical and electrical engineer visit the site for inspection and evaluation of the Solids Handling Building to identify any fatal flaws with retrofitting the belt press area with new screw presses including site visit notes and photos. In addition, this site visit is to identify what improvements will be needed for inclusion into the 30% design and Preliminary Engineering Report (PER).

- Prepare Class 4 Opinion of Probable Construction Costs (OPCC or cost estimate) – Draft for City review followed by a finalized OPCC.

  Class 4 OPCCs include typical accuracy ranges of -15% to -30% on the low side, and +20% to +50% on the high side. The City acknowledges that Stantec has no control over costs of labor, materials, competitive bidding environments and procedures, unidentified field conditions, financial and/or market conditions, or other factors likely to affect the OPCC of this project, all of which are and will unavoidably remain in a state of change, especially in light of the high volatility of the market attributable to Acts of God and other market events beyond the control of the parties and that this is a "snapshot in time" and that the reliability of the OPCC will inherently degrade over time.

- Develop Preliminary Design Deliverables:

  - Drawings
    - Process and building mechanical plan
    - Process mechanical sections (2)
    - P&ID
    - Electrical one-line
    - Cover, criteria and list of final drawings/specs
  - Preliminary Engineering Report
    - Draft
    - Final to DEQ (after City review)

- Prepurchase Support – This task will include the following:

  - Prepurchase and sole source justification memorandum
  - Prepurchase coordination with City on sole source
  - Prepurchase coordination with Huber and Goble Sampson on specification, sizing, system layout and general procurement issues
  - Develop procurement package (prepurchase specifications, mechanical plan, mechanical section, P&ID and one-line electrical)
  - Quote review

- Huber Q-Press submittal review

Preliminary Design Assumptions:

- No fatal flaws will be found with the initial site investigations or follow-up review. Should fatal flaws be identified, this scope of work would need to be revised including renegotiated project fees in order to continue to completion.
- Stantec shall be entitled to reasonably rely upon the information and data provided by the City or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included herein.
- Two Huber 440 Q-Press units or 620 Q-Press units are assumed to be the sole sourced equipment.
- The City has procurement staff that will lead the screw press procurement effort and Stantec will provide technical support and documentation only.
- No civil work is assumed to be needed.
- The existing Solids Handling Building roof is in need of repair or replacement.
- The existing dewatered solids conveyor system will be reused as-is.
- The controls for the new screw presses will be local with no connection to WWTP centralized (SCADA) system, however the screw press controls system will be expandable to future SCADA connection should the City chose.
- The electrical system is adequate as is with the existing MCC system able to be retrofit to power the new screw presses and other ancillary electrical connections.

- Final Design – The final design services shall include:
  - Site Visit – Two staff for a site visit (includes travel expenses) to review additional site information as deemed critical to the completion of the final design.
  - Updated Design Criteria – Based upon the work in the preliminary design the design criteria should be established, however, as design progresses there may be adjustments needed which will be incorporated into the design and information communicated to the vendor and future installation contractor. This information will be included in the final bid documents.
  - Develop Final Design Deliverables:
    - Drawings
      - General Drawings – Cover, Drawing Index, Common Symbols and Abbreviations, Process Flow Diagram, Design Criteria, and Pipe Schedule
      - Process Mechanical Drawings – Notes and Symbols, Standard Details, Process Mechanical Upper Floor Demo Plan, Process Mechanical Upper Floor Plan, Process Mechanical Sections (2)

- Instrumentation and Control Drawings – Screw Press P&ID, Details and General I&C sheets
- Electrical – One-line diagram, MCCs, Site Plan, General Electrical and Details
- Structural – Notes and Design Criteria, Standard Details, Structural Upper Floor Demo Plan, Structural Upper Floor Plan, Structural Roof Plan, Structural Section
- HVAC – Symbols, Notes, and Abbreviations, Code Review, HVAC Control Sequence of Operations, Standard Details, HVAC Upper Floor Demo Plan, HVAC Floor Plan, HVAC Roof Plan, Equipment Schedule

▪ Final Specifications

○ Final Design Assumptions

- ▪ Stantec shall be entitled to reasonably rely upon the information and data provided by the Client or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included herein.
- ▪ No civil site work is needed.
- ▪ The existing dewatered solids conveyor system will be reused as is.
- ▪ The controls for the new screw presses will be local with no connection to WWTP centralized (SCADA) system. However, the screw press controls system will be expandable to future SCADA connection should the City chose.
- ▪ The electrical system is adequate as is with the existing MCC system able to be retrofit to power the new screw presses and other ancillary electrical connections.
- ▪ Existing HVAC equipment will need to be replaced.
- ▪ Existing floor drains will be utilized and no new eyewash or shower systems will be needed with the upgrade.
- ▪ Existing equipment pads for the belt presses will be demolished, and new equipment pads will be designed and constructed.
- ▪ Existing polymer system will be utilized.
- ▪ Existing sludge pumps will be utilized with a new VFD added to one existing progressive cavity sludge pump. The other existing sludge pump has a VFD.
- ▪ Fire protection upgrades are not needed for the building
- ▪ Architectural to provide coordination for code requirements and closing of any existing opening. No architectural drawings to be developed.
- ▪ Stantec will develop a draft deliverable drawing and specification set for the City to review. After City review and comments, Stantec will finalize the bid documents.
- ▪ Existing plumbing fixtures will not be replaced as part of the Project.

- Bid Support – Bid support for the project will include:

- Attendance at one pre-bid meeting and site visit for one Stantec staff including travel expenses.
- Assist with negotiations with respect to technical and engineering issues that arise during contracting should they be needed.
- Prepare and issue addenda as appropriate to clarify, correct or change the issued documents. Up to two addenda are assumed.
- Bid Support Assumptions:
    - The City will issue the contract documents for bidding.
    - Stantec will lead the pre-bid meeting, including putting together an agenda and taking notes.
    - The bidding phase will be considered complete upon award of Construction Contracts for the Work and commencement of the construction phase.

Note: Engineering Services During Construction is not included in this scope of work but a proposal for installation support can be submitted upon City request.

3. Owner's Responsibilities

Owner will facilitate meetings, allow access to site as needed for facility tours, lead pre-purchasing efforts, and advertise the project for bids.

4. Task Order Schedule

All review comments by the City must be provided within 10 business days of Consultant's receipt of the review materials. Design services are anticipated through November 30, 2025 with bidding and minor procurement support through February of 2026.

5. Payments to Consultant

The terms of payment are set forth in the Agreement. The authorized, not to exceed, amount for this Task Order No. 2 is $166,540 as shown in the fee table below with payment per the billing rates previously agreed to for these on-call services.

WBS Code	Task Name	Hours	Total
1	**Project Management and Meetings**	**63**	**$12,985**
2	**Preliminary Design**	**278**	**$56,655**
2.1	Site Visit/Kickoff Meeting	18	$5,480
2.2	Develop Design Criteria	15	$2,895
2.3	Discipline Site Visit and Fatal Flaw Eval	37	$10,270
2.4	Class 4 Cost Estimate	12	$2,460
2.5	Preliminary Design Deliverables	161	$29,507
2.6	Prepurchase Support	35	$6,043
3	**Final Design**	**458**	**$89,680**
3.1	Site Visit	16	$5,130
3.2	Final Design Deliverables	442	$84,550
4	**Bid Support**	**33**	**$7,220**
	Total	**832**	**$166,540**

6. Terms and Conditions

Execution of this Task Order by Owner and Consultant shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Consultant is authorized to begin performance upon the Effective Date of this Task Order signed by Owner.

The Effective Date of this Task Order is April 1, 2025.

OWNER:

By: _____

Print Name: Jeremy Grimm

Title: Mayor

CONSULTANT:

By: Smith, Nickolas Digitally signed by Smith, Nickolas Date: 2025.07.17 09:12:50 -06'00'

Print Name: Nick Smith

Title: Senior Principal Project Manager

Agreement No. A25-3257-2
Task Order No. 3

TASK ORDER

In accordance with the Agreement Between Owner and Engineer for Professional Services, dated January 24, 2025, and Amendment No. 1 to that agreement dated September 3, 2025 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

a.	Effective Date of Task Order:	January 5, 2026
b.	Owner:	City of Sandpoint
c.	Engineer:	Stantec Consulting Services Inc.
d.	Agreement Number:	A25-3257-2
e.	Specific Project (title):	WWTP Slide Gate Preliminary Engineering Report

2. Services of Engineer

The City of Sandpoint (Owner) wastewater treatment plant (WWTP) is in need of Idaho Department of Environmental Quality (IDEQ) approval to install a new slide gate for the further isolation of the chlorine contact basin to prevent a 'dead zone' that grows algae and creates operational issues. As part of this task order (TO) effort, Stantec plans to perform the following tasks:

- Project Management and Administration – These services include tracking, invoicing and general coordination of the Owner and engineering staff. This work will include the administrative duties for any internal and Owner coordination meetings.
- Preliminary Engineering Report – Stantec will develop a preliminary engineering report (PER) to meet IDEQ guidelines for review and approval. IDEQ review comments will be incorporated into a revised PER as needed.
    - Draft
    - Final to DEQ (after Owner review)

Assumptions:

- Stantec shall be entitled to reasonably rely upon the information and data provided by the Owner or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included herein.
- No site visit is needed and Stantec will rely on existing record drawings and site photos provided by the Owner.

- The structural integrity of the existing channel can be relied on for the installation of a new slide gate.
- Figures will be limited to annotated photos and a site plan if existing record drawings exist.

3. Owner's Responsibilities

- Owner will provide information to Stantec in a timely manner in order to maintain the project delivery schedule.
- Owner will provide draft PER review comments within two weeks of submission.

4. Task Order Schedule

- Notice to Proceed – January 5, 2026
- Draft PER to Owner – February 2, 2026
- DEQ submission – February 27, 2026
- DEQ review by April 13, 2026
- Finalize PER – April 20, 2026

5. Payments to Engineer

The terms of payment are set forth in the Agreement. The authorized, not to exceed, amount for this Task Order No. 3 is $8,300 with payment per the attached 2026 updated billing rates.

6. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon the Effective Date of this Task Order signed by Owner.

The Effective Date of this Task Order is January 5, 2026.

OWNER:	ENGINEER:
By: _____ 01/06/2026	By: Nick Smith 01/06/2026
Print Name: Jeremy Grimm	Print Name: Nick Smith
Title: Mayor	Title: Senior Principal Project Manager

Agreement No. A25-3257-2
Task Order No. 4

TASK ORDER

In accordance with the Agreement Between Owner and Engineer for Professional Services, dated January 24, 2025, Amendment No. 1 to that agreement dated September 3, 2025, and Amendment No. 2 to that agreement dated January 1, 2026 ("Agreement"), Owner and Engineer agree as follows:

1. **Background Data**

a.	Effective Date of Task Order:	March 4, 2026
b.	Owner:	City of Sandpoint
c.	Engineer:	Stantec Consulting Services Inc.
d.	Agreement Number:	A25-3257-2
e.	Specific Project (title):	WWTP Screw Press – Services During Construction

2. **Services of Engineer:**

The City of Sandpoint (City) has requested that Stantec Consulting Services Inc. (Stantec) provide Engineering Services During Construction for the new screw presses for the Wastewater Treatment Plant (WWTP). As part of this effort, Stantec plans to perform the following tasks:

- Project Management and Administration – These services include progress tracking and monthly invoicing and reporting to the City. General coordination between the City, Contractor, and Stantec and internal staff coordination are also included in this task.
- Engineering Services During Construction (ESDC)
- Pre-construction Meeting – The pre-construction meeting will be coordinated and facilitated by Contractor. One Stantec staff member will attend in person.
- Regular Construction Progress Meetings – Two Stantec staff will lead the construction progress meetings virtually. Up to 14 meetings are assumed through construction although there will be periods of no activity. Progress meetings are expected every two weeks during active construction periods.
- Pay Application Review – Stantec will review monthly contractor Pay Applications
- Submittal Reviews – Stantec shall review submittals for conformity with contract documents. Stantec will review submittal within two weeks of receipt. Up to 20 submittals and 5 resubmittals are assumed as part of this work.
- Requests for Information (RFIs) – Stantec will interpret the technical content of drawings and specifications with respect to requests for clarification and/or deviation from them. Up to 10 RFIs are assumed as part of this work.

- Change Order Assistance – Stantec will assist the City in reviewing change requests from the Contractor. The City will lead preparation of the change orders with support from Stantec. Up to two change orders are assumed as part of this work.
- Site Observations – Stantec will conduct site observations every other month through construction to observe work progress and identify observable areas of noncompliance or conflict. Up to five site visits are assumed as part of this work.
- Startup Support – Stantec will meet onsite with City staff, contractor and Huber representative to perform screw press startup for the first screw press startup and commissioning effort.
- Final Punch List – Two Stantec staff will visit the site for a final walk-through inspection and creation of punch list following substantial completion. City will be responsible for verifying completion of punch list.
- Final Record Drawings – Stantec will prepare final record drawings that incorporate addenda, contract clarifications, field changes, change orders, and contractor supplied as-built drawings. Record drawings will be submitted in PDF format.
- General Assumptions:
- Conformed drawings are not included in this scope of work.
- Stantec will manage, compile and archive the various ESDC documentation. Documents will be stored on a Sharepoint or equivalent file sharing system.
- The contractor will have its own construction management site.
- The active construction period will be from April 2026 through February 2027.

3. Owner's Responsibilities

- The Owner will supplement Stantec site inspections that are not budgeted.
- The Owner will allow access to site as needed for site inspections.

4. Task Order Schedule

These services are anticipated to extend from late March 2026 through early March 2027. This assumes a Contractor Notice to Proceed in late March 2026 and construction completion in February 2027

5. Payments to Engineer

The terms of payment are set forth in the Agreement. The authorized, not to exceed, amount for this Task Order Amendment is $81,827 as shown in the fee table below with payment per the billing rates previously agreed to for these on-call services.

WBS Code	Task Name	Hours	Total
1	**Project Management and Meetings**	**60**	**$12,535**
2	**Engineering Services During Construction**	**290**	**$69,292**
2.1	Pre-Construction Meeting	8	$2,700
2.2	Construction Progress Meetings	28	$6,270
2.3	Pay App Review	5	$904
2.4	Submittal Reviews	90	$17,170
2.5	RFIs	40	$8,120
2.6	Change Order Assistance	10	$2,250
2.7	Site Observations	40	$13,188
2.8	Startup Support	12	$4,219
2.9	Final Punch List / Walkthrough	14	$5,548
2.10	Final Record Drawings	43	$8,923
		Total Fee	**$81,827**

6. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon the Effective Date of this Task Order signed by Owner.

The Effective Date of this Task Order is March 4, 2026.

OWNER:

By: _____

Print Name: Jeremy Grimm

Title: Mayor

ENGINEER:

By: Nick Smith (Feb 25, 2026 23:15:59 MST) 02/25/2026

Print Name: Nick Smith

Title: Senior Principal Project Manager

A25-3257-2 STANTEC TASK ORDER NO 4

Final Audit Report 2026-02-26

Created:	2026-02-25
By:	Heather Faircloth (hfaircloth@sandpointidaho.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAb4sN3wGF3niu-Ydr9YI73wW205LI6DGd

"A25-3257-2 STANTEC TASK ORDER NO 4" History

Document created by Heather Faircloth (hfaircloth@sandpointidaho.gov)
2026-02-25 - 9:12:04 PM GMT

Document emailed to nickolas.smith@stantec.com for signature
2026-02-25 - 9:12:08 PM GMT

Email viewed by nickolas.smith@stantec.com
2026-02-26 - 6:14:23 AM GMT

Signer nickolas.smith@stantec.com entered name at signing as Nick Smith
2026-02-26 - 6:15:57 AM GMT

Document e-signed by Nick Smith (nickolas.smith@stantec.com)
Signature Date: 2026-02-26 - 6:15:59 AM GMT - Time Source: server

Agreement completed.
2026-02-26 - 6:15:59 AM GMT

NOTICE OF PUBLIC HEARING

Item # 12.

Notice is hereby given that Sandpoint ll hold a public he eir meeting on 6, scheduled to begin at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to take public testimony as Council considers a proposal to amend the City's adopted fiscal year 2025/2026 Fee Schedule to add a membership tier for the James E. Russell Sports Center to allow for corporate memberships, pursuant to Idaho Code §63-1211A, which requires a hearing at a public meeting when a city considers imposition of any new fee.

Seating in Council chambers is available on a first-come, first-served basis. The overflow areas outside chambers will accommodate additional attendance, with live meeting video and audio provided. For public hearings/public comment periods, those who may not be able to be seated within chambers will be allowed entrance to the room and given the opportunity to speak from the podium.

Any written testimony to be considered at this meeting must be delivered to City Hall or by email to recreation@sandpointidaho.gov before 5:00 p.m. on Wednesday, February 25, 2026.

To request special accommodation to view the application files or participate in the above-noticed meeting, contact the City via the email address or phone number stated a ater than two (2) busi s prior to the date of the

226

Legal#7670 AD#46042
February 17, 24, 2026

AGENDA REPORT

City Council Meeting

TODAY'S DATE: December 5, 2025

MEETING DATE: December 17, 2025

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Public Hearing – Addition of New Corporate Membership Fee for the James E. Russell Sports Center (2026 Fee Schedule)

INTRODUCTION:

The purpose of this public hearing is to consider adoption of a new fee within the City's 2026 Fee Schedule to authorize sales of a **Corporate Annual Pass** for the James E. Russell (JER) Sports Center. Under Idaho Code, any new municipal fee must be established by resolution following a properly noticed public hearing. The proposed fee supports the City's ongoing efforts to expand access to high-quality recreation facilities, diversify revenue to support operations, and offer local employers a valued workforce-wellness amenity.

BACKGROUND:

The JER Sports Center continues to experience strong demand for court access for pickleball, tennis, and other indoor recreation activities. Staff have received inquiries from local businesses interested in offering JER membership benefits to their employees. After evaluating comparable programs and operational implications, staff developed a **Corporate Annual Pass** structure that aligns with existing membership tiers while ensuring cost recovery and equitable access.

The proposed fee structure is based on the Corporate Pass program details prepared by Parks & Recreation staff, which outline a defined number of designated employee users, access limitations, guest privileges, and pass conditions.

PROPOSED NEW FEE:

Corporate Annual Pass – $1,500 per year, covering **four designated employees** with individual accounts and key fob access.

- **Additional employees** may be added at **$300 per individual**, with no limit on the number of add-ons.
- Use is limited to the designated individuals; the pass is non-transferable and valid for 12 months from purchase date.
- Passholders may bring guests at the special event rate of **$10 per guest**, with up to **three guests per employee, per session**.

- A maximum of **eight players per Corporate Pass** may use the courts simultaneously, ensuring alignment with JER facility capacity and scheduling.

RECOMMENDATION

Following the public hearing, staff recommends that the City Council **approve the addition of the Corporate Annual Pass fee** to the 2026 Fee Schedule through adoption of the accompanying resolution.

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

ATTACHMENTS:

Proposed corporate pass program overview prepared by Recreation Facilities Supervisor Ryan Wells

From: Sandpoint City Clerk's Office
To: [redacted]
Cc: [redacted]
Subject: RE: Request to BE of Sandpoint Town Council, Regarding Consideration of the Corporate Pass at IER
Date: Tuesday, February 3, 2026 9:47:58 AM
Attachments: [redacted]

(Council blind-copied)

From: Jason Welker <jwelker@sandpointidaho.gov>
Sent: Tuesday, February 3, 2026 9:17 AM
To: Sandpoint City Clerk's Office <cityclerk@sandpointidaho.gov>
Subject: Fw: Email to City of Sandpoint Town Council, Regarding Consideration of the Corporate Pass at IER

Please forward the email below to Council re: tomorrow's consideration of corporate membership at IERSC. Thank you.

Community Planning and Development Department
Jason Welker | Director
(208) 263-1738
(208) 290-6170 (cell)

From: Lance Badger <[redacted]>
Sent: Tuesday, February 3, 2026 9:06 AM
To: Jason Welker <[redacted]>
Cc: Jeremy Grimm <[redacted]>; Ryan Wells <[redacted]>
Subject: Email to City of Sandpoint Town Council, Regarding Consideration of the Corporate Pass at IER

[External] This email originated from outside the City of Sandpoint organization. **Do not** click on links or open attachments unless you recognize the sender and know it's safe. When in doubt contact the IT Department

Jason, Can you please share with the Town Council for this week's meeting?

Thank you,

Lance

City of Sandpoint Town Council,

With respect, I a requesting that the Town Council favorably consider the request to allow for corporate passes at the James E Russell Sports Center. Our small team (our employees) consists of seven individuals. Most are avid pickleball players. As a company, we often conduct team building activities, including playing pickleball. Only one employee has an annual membership at the IER. The others, while excited to play occasionally, do not play enough to warrant an annual membership. As such, we believe a corporate pass for up to four employees to play from time to time is a great perk for our company to provide. We also believe it adds to the utilization of the IER, especially in the evenings, when there is less demand.

Again, we are requesting your favorable consideration to allow for corporate passes at the IER.

With regards,

Lance Badger

Lance Badger
SMP Development, President and Chief Development Officer
Sebastian Waterfront Properties LLC
PO Box 1270
Sandpoint, ID 83864
Mobile: 208.627.2400

[redacted]

Photo from 12/18/25 at 6:00pm, illustrating availability.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: December 5, 2025

MEETING DATE: December 17, 2025

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Public Hearing – Addition of New Corporate Membership Fee for the James E. Russell Sports Center (2026 Fee Schedule)

INTRODUCTION:

The purpose of this public hearing is to consider adoption of a new fee within the City's 2026 Fee Schedule to authorize sales of a **Corporate Annual Pass** for the James E. Russell (JER) Sports Center. Under Idaho Code, any new municipal fee must be established by resolution following a properly noticed public hearing. The proposed fee supports the City's ongoing efforts to expand access to high-quality recreation facilities, diversify revenue to support operations, and offer local employers a valued workforce-wellness amenity.

BACKGROUND:

The JER Sports Center continues to experience strong demand for court access for pickleball, tennis, and other indoor recreation activities. Staff have received inquiries from local businesses interested in offering JER membership benefits to their employees. After evaluating comparable programs and operational implications, staff developed a **Corporate Annual Pass** structure that aligns with existing membership tiers while ensuring cost recovery and equitable access.

The proposed fee structure is based on the Corporate Pass program details prepared by Parks & Recreation staff, which outline a defined number of designated employee users, access limitations, guest privileges, and pass conditions.

PROPOSED NEW FEE:

Corporate Annual Pass – $1,500 per year, covering **four designated employees** with individual accounts and key fob access.

- **Additional employees** may be added at **$300 per individual**, with no limit on the number of add-ons.
- Use is limited to the designated individuals; the pass is non-transferable and valid for 12 months from purchase date.
- Passholders may bring guests at the special event rate of **$10 per guest**, with up to **three guests per employee, per session**.

- A maximum of **eight players per Corporate Pass** may use the courts simultaneously, ensuring alignment with JER facility capacity and scheduling.

RECOMMENDATION

Following the public hearing, staff recommends that the City Council **approve the addition of the Corporate Annual Pass fee** to the 2026 Fee Schedule through adoption of the accompanying resolution.

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

ATTACHMENTS:

Proposed corporate pass program overview prepared by Recreation Facilities Supervisor Ryan Wells

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AMENDING THE CITY FEES SCHEDULE TO ADD THE JAMES E. RUSSELL SPORTS CENTER (JERSC) CORPORATE ANNUAL PASS AND ADOPTION OF THE JERSC CORPORATE ANNUAL PASS POLICY

WHEREAS: The James E. Russell Sports Center (JERSC) continues to experience strong court access demand for pickleball, tennis, and other indoor recreation activities;

WHEREAS: City staff have received inquiries from local businesses interested in offering JERSC membership benefits to their employees;

WHEREAS: Staff have developed a Corporate Annual Pass structure that aligns with existing membership tiers, while ensuring cost recovery and equitable access;

WHEREAS: The Corporate Annual Pass, at a cost of $1,500 per year, would cover four (4) designated employees with individual account and key fob access;

WHEREAS: Additional employees may be added at $300 per individual, with no limit on the number of add-ons;

WHEREAS: Use of this non-transferable pass is limited to the designated individuals and valid for twelve (12) months from purchase date;

WHEREAS: Passholders may bring guests at a special rate of $10 per guest, with up to three (3) guests per employee, per session; and

WHEREAS: A maximum of eight (8) players per Corporate Pass may use the courts simultaneously, ensuring alignment with JERSC facility capacity and scheduling.

NOW, THEREFORE, BE IT RESOLVED THAT: Following the public hearing held on December 17, 2025, opportunity for additional comment during the regular meeting held March 4, 2026, City Council hereby approves the adoption of the James E. Russell Sports Center Corporate Annual Pass and directs amendment of the 2025-2026 City Fees Schedule to reflect this new fee.

BE IT FURTHER RESOLVED THAT: The policy outlining the Corporate Annual Pass at JERSC, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 25, 2026

MEETING DATE: March 4, 2026

TO: City Council

FROM: Erik Bush, PLA, Project Manager, City Forester

SUBJECT: Watershed Fuel Break Funding

DESCRIPTION/BACKGROUND:

Watershed Funding Opportunities:

At the November 5, 2025 City Council meeting, City Forester Erik Bush and Elynn Reirson of Inland Forest Management (IFM) presented information on fire mitigation opportunities and funding options within the Little Sand Creek Watershed. The U.S. Fish and Wildlife Service (USFWS) has offered $50,000 to the City of Sandpoint to support planning and implementation of a shaded fuel break within the watershed. Final funding requirements and project details are currently being coordinated with IFM and USFWS. Staff will provide the landowner agreement to City Council at a future meeting for review and acceptance.

Staff also presented information on November 5, 2025 on the Western States Fire Managers Wildland Urban Interface (WUI) grant opportunity administered by the Idaho Department of Lands (IDL). This grant program is intended for projects such as hazard fuel reduction, information/education, assessment/planning and project monitoring through landowner actions that mitigate risk of wildland fire from the Wildland Urban Interface. The grant program requires a 15% match, Sandpoint can apply for up to $300,000. If accepted, these funds require the activities completed by the project to be maintained for a period of 10 years. The intent of submitting a proposal for this grant is to develop a project with IDL assistance that will provide a fuel break, protecting Little Sand Creek Water Quality, and the watershed at large. Specific locations for the fuel break/project scope have not yet been determined. If the project proposal is accepted by IDL, staff will provide an update to City Council on the location and scope of work for the selected project.

The grant application period is currently open. If the City's proposal is selected, staff will work with the Idaho Department of Lands grants team to further develop the project.

Watershed Forest Management:

In accordance with the Little Sand Creek Timber Management Plan (Resolution 19-28) IFM Forester Ryan Pennick has recommended two upcoming forest management priority locations. Ryan will present on the two upcoming priority locations for forest management to be completed in Spring of 2027 and 2029.

STAFF RECOMMENDATION:

Request authorization to submit a proposal for the Western States Fire Managers funding opportunity.

ACTION:

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

ATTACHMENTS:

Idaho Department of Lands Wildland Urban Interface Grant Proposal Packet

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AUTHORIZING APPLICATION TO WESTERN STATES FIRE MANAGERS WILDLAND URBAN INTERFACE (WUI) GRANT PROGRAM FOR LITTLE SAND CREEK WATERSHED FIRE MITIGATION FUNDING

WHEREAS: At the November 5, 2025, City Council meeting, City Forester Erik Bush and Elynn Reirson of Inland Forest Management (IFM) presented information on fire mitigation opportunities and funding options within the Little Sand Creek Watershed;

WHEREAS: The U.S. Fish and Wildlife Service (USFWS) has offered $50,000 to the City of Sandpoint to support planning and implementation of a shaded fuel break within the watershed, with final funding requirements and project details currently being coordinated with IFM and USFWS and a landowner agreement to be presented to City Council at a future meeting;

WHEREAS: Staff also presented information on November 5 regarding the Western States Fire Managers Wildland Urban Interface (WUI) grant opportunity, administered by the Idaho Department of Lands (IDL);

WHEREAS: The intent of submitting a proposal for this grant would be development of a project with IDL assistance to create a fuel break protecting Little Sand Creek water quality and the watershed at large; and

WHEREAS: If the City's proposal is selected, staff will work with the Idaho Department of Lands grants team to further develop the project.

NOW, THEREFORE, BE IT RESOLVED THAT: City staff is hereby authorized and directed to submit an application to Western States Fire Managers Wildland Urban Interface (WUI) Grant Program for Little Sand Creek Watershed Fire Mitigation Funding.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized to sign and submit the application and any necessary accompanying materials.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

IDL FUNDING ACKNOWLEDGMENT FORM

Carefully read the following in its entirety. This form must be completed and signed by an authorized representative of the entity seeking funding. If there are any questions or concerns, please contact the Idaho Department of Lands (IDL) designated program representative.

Name of Entity Seeking Funding

Name of Project [Year-Grant-Project Name]
(Ex: FYXX HFR Lava Hot Springs Fuels Reduction)

Please read the following carefully. By signing below, the proposing entity acknowledges and understands the terms and conditions for receiving funding.
Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: The funding recipient(s) will be subject to OMB guidance in 2 CFR Part 200 and 2 CFR Part 400. For more information, please refer to: https://www.whitehouse.gov/omb/ and https://www.ecfr.gov
The funding recipient(s) must have legal authority to receive grant funding and enter in an award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes having sufficient funds to pay the nonfederal share of project costs, where applicable.
Reimbursement Basis Only: All funding sought through the IDL, if awarded, is provided to grantees on a reimbursement basis only. The funding recipient(s) are required to pay vendors/contractors prior to seeking renumeration from the IDL. Reimbursement terms and conditions are outlined in a signed agreement between the IDL and the grantee specifically addressing the allocation of costs and their allowability and reasonableness.
The funding recipient(s) must have financial systems, policies and procedures regarding proper accounting controls, recordkeeping, procurement, fraud prevention, and financial management in place (self-certification thereof will be required if awarded funding). Additionally, an audit status certification (or similar) form may be requested.
The funding recipient(s) must have a tax ID number and an active Unique Entity Identifier (UEI) which replaced the 9- digit Data Universal Numbering System (DUNS) number in April 2022. This is required to receive funding.
The funding recipient(s) will be required, if awarded funding, to certify that it has not been debarred, is not using funding for lobbying or construction, and that it has a drug free workplace policy in place.
Match Requirements: The funding recipient(s) will be required, unless there is a funding source exemption, to provide a minimum match amount of 15% of total project costs and identify it within the proposal. *Example:* *Total grant funds requested = $240,000* *Total required match to be provided by the proposing organization = min $36,000* The funding recipient(s) will need to reference their IDL award agreement for specific requirements.

Indirect Costs:
The funding recipient(s) will be able to choose from the options below. You are not required to elect an option at this time, but understanding your options now will help inform a future decision if the project is awarded funding. If you elect to claim indirect funds, your award amount will not be increased by the amount of indirect claimed.

- Option A: Will not seek reimbursement of indirect costs for this project.
- Option B: Utilize its negotiated indirect cost rate agreement (NICRA) with a federal cognizant audit agency (a copy of the approved Indirect Cost Negotiation Agreement will need to be provided to the IDL).
- Option C: Will elect a 15% de minimis indirect cost rate of Modified Total Direct Costs (MTDC) on this funding as allowed under 2 CFR §200.414 (f).
- Option D: Request to negotiate an indirect cost rate directly with the IDL and will develop an indirect cost rate proposal for the IDL's consideration. Note: the indirect cost rate calculations and proposal must comply with the latest Office of Management and Budget (OMB) regulations and requirements.

Forest Practices Act Compliance:
Projects, if funded, will be required to follow the Idaho Forest Practices Act and associated administrative rules when implementing project related activities in forestlands. For further information, please visit: https://www.idl.idaho.gov/forestry/forest-practices-act/

Urban/Community Forestry Standards:
Funded projects will comply with the current versions of the American National Standards (ANSI) regarding the purchase of trees/seedling nursery stock, and tree care operations and safety in planting/maintenance of landscape trees (ANSI Z60.1, ANSI Z133.1, &A300). Additionally, any person or company contracted to perform work under the project is required to have on staff, an International Society of Arboriculture Certified Arborist who will directly supervise the work. Under no circumstances will funds be used to top, head, or stub any public tree.

The funding recipient(s) will need to reference its IDL award agreement for applicability and specific requirements.

I hereby understand and acknowledge that the above terms and conditions are associated with this funding request and if awarded, the entity I represent as the funding recipient(s), will be required to comply, and respond accordingly.

Clearly Print Name and Title **Signature** **Date**

Grant Project: Budget Development Guidelines and Restrictions

EFFECTIVE JUNE 2025

Applicants seeking grant funding from the Idaho Department of Lands (IDL) are required to submit a project budget prior to being awarded funding. The budget includes grant funded expenses and those necessary to meet the required match with IDL. To be reimbursed, all expenses must be allowable, allocable to specific project activities or costs, reasonable and necessary. Consult federal cost principles for additional requirements (http://www.whitehouse.gov/omb and http://www.ecfr.gov).

IDL will review your budget to determine whether proposed costs are allowable and reasonable. Estimated expenditure amounts should be comparable to or reflect regional market rates. When projects are evaluated and ranked, wise use of funds and anticipated return on investment in the form of meaningful, lasting, and measurable outcomes will be considered.

If the project is funded, IDL will enter into a binding Agreement (Memorandum of Understanding or Cooperative Agreement) with the funding recipient(s). This agreement will dictate grant funding parameters— including those documented below, specify the project scope, budget, reimbursement process, and reporting requirements.

REFER TO THE FOLLOWING WHEN DEVELOPING BUDGET DETAIL

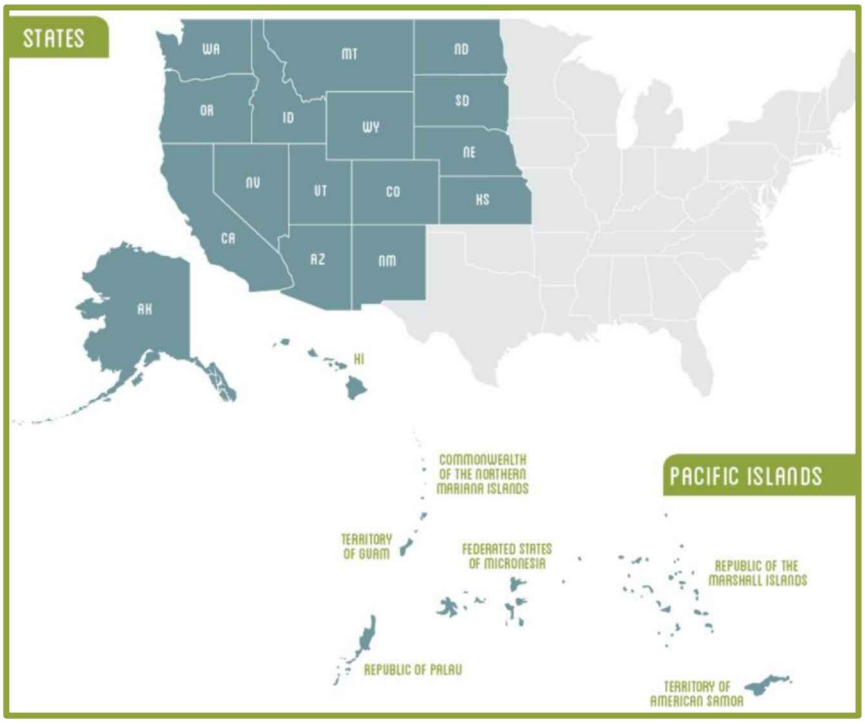
Contractor Expenses	***Expenses incurred by the funding recipient(s) for work accomplished through contracts with other entities, usually specialized contractors or consultants (e.g., loggers, forester consultants, arborists, or irrigation installers).***
	▪ Contracts must be awarded/solicited on a competitive basis and in accordance with associated procurement rules, procedures and internal controls. Funding recipient(s) will need to ascertain that contractors have not been debarred from receiving federal funding and have a unique ID assigned to them through SAM.gov.
Flat Fee	***A method of establishing/negotiating a "standard rate" for service, product or project scope item on a project***
	▪ The flat fee method for establishing project costs for the funding recipient(s) (e.g. for staff to administer the grant or to develop and conduct workshops) will not be accepted.
Hold-Back	***The percent of the total awarded funding that is held back (retained) by IDL until the funding recipient(s) fully and satisfactorily completes the project as stipulated in the Agreement. A holdback helps assure that all grant funds are not exhausted prior to completion of the project scope/deliverables.***
	▪ Up to 15% of grant funds may be held back by IDL. In practice, this would likely only impact the last (or last few) reimbursement requests. ▪ If the project is not completed satisfactorily, the held back funds may be permanently withheld.
Ineligible Costs	***Expenses or activities for which the funding recipient(s) cannot be reimbursed***
	▪ **Equipment -** that costs $10,000 or more and has a life expectancy of at least one year. ▪ **Other Activities -** Construction, research or activities on federal land. Grant funds cannot be used to seek and apply for additional grant funding. ▪ Note: Activities ineligible for grant funds can be used as project leverage.
Indirect Costs	***Costs that benefit common activities and, therefore, cannot be readily assigned to a specific direct cost objective or project. Examples of such costs include accounting personnel services performed within the recipient organization, use allowances on buildings and equipment, and the costs of operating and maintaining facilities.***
	▪ Indirect rate requests must not exceed your federal cognizant agency approved indirect rate. If applicants do not have such an approved rate, and they qualify per OMB Guidance 2 CFR Part 200, they can elect to charge a de minimis rate of 15% of **Modified Total Direct Costs** (MTDC) for indirect. (See §§200.1, 200.414 and associated appendices for details). ○ *MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel; and subawards and subcontracts up to the first $50,000 of each subaward or subcontract (regardless*

	of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission scholarships and fellowships, participant support costs; and the portion of each subaward and subcontract in excess of $50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. ▪ The funding recipient(s) without a cognizant agency approved direct rate can submit a proposal and negotiate a rate with IDL strictly for this project in accordance with the OMB regulations and requirements. Note, such proposals and negotiations take time and will likely delay the granting process. ▪ The funding recipient(s) can choose to charge no indirect or a lower rate than allowed if you want more grant funds to be applied to on-the-ground costs or to the 15% required match. ▪ Note: recipient personnel working on specific grant tasks, like project management or oversight, cannot be paid with indirect funds. Personnel must time-record their activities and charge the grant for their time under personnel expenses and be reimbursed as direct project costs.
Match	***Project costs that will be paid for or provided in-kind by the funding recipient(s) and will not be reimbursed with grant funds. This includes in-kind or cash donations of/for services, equipment, products, etc. that assist in the completion of the funding recipient(s) funded project or directly contributes to its purpose.***
	▪ A 15% match will be required and must be documented at time of reimbursement (i.e., 15% of the total amount reimbursed for the grant). ▪ As IDL will track match to an auditable standard, proof of any match payments or volunteer hours are required. ▪ The funding recipient(s) match is preferred. However, if this is not possible, in-kind or cash contributions made by other entities can count toward the match but must be tracked and reported by the funding recipient(s).
Operating Expenses	***Purchases of materials, goods/products or mileage are needed to accomplish the intent and purpose of the specific project. Examples include supplies, tools, trees and related planting materials, irrigation parts, and equipment rental fees.***
	▪ All operating expenses should be necessary and specific to this project. ▪ Ensure operating expenses are not already included or factored into the applicant's indirect cost rate. If certain expenses are customarily categorized as indirect expenses, they cannot be counted as operating expenses.
Payment of Grant Expenses	***The funding recipient(s) will need to request funds by submitting an IDL Reimbursement Request Form, progress narrative/report, invoices/receipts, copies of deliverables, and other supporting documentation as specified within the Agreement.***
	▪ All payments are made on a **reimbursement basis only**. These are expenses incurred and paid for by the funding recipient(s) prior to payment by IDL. ▪ Submission of progress/accomplishment reports will be required with reimbursement requests. Depending on the project, additional reports may be requested.
Personnel Expenses	***Only actual costs for wages & benefits for the funding recipient(s) staff time worked on this specific grant project can be reimbursed with grant funds***
	▪ The funding recipient(s) must provide the actual hours (not estimated or a calculated percentage) for each staff person's work on this project whose time will be reimbursed with grant dollars. (Institutions of Higher Learning must follow OMB rules specific to their type of entity for accounting of personnel time.). ▪ Additionally, the funding recipient(s) will also need to maintain records that account for 100% of all time of staff being reimbursed, including time spent on activities not associated with this project. For example, work on other Federal grant activities, non-grant work, etc. These must be documented in personnel activity reports, or equivalent, and submitted by the individual staff person to your fiscal office at least monthly. Certification of the funding recipient(s) having such a policy will be required. ▪ Staff time (costs), when used only as grant match, does not have to be tracked in the above way, since IDL is not using this match to meet federal match requirements.

Program Income	***Any income the funding recipient(s) derives from the project such as for the sale o products (timber, waste wood, chips etc.), registration fees, etc. must be itemized, reported and deducted from any reimbursement requests made to IDL.***
	▪ Procedures to track all project expenses (grant funded and not) as well as the income received make documenting and reporting at reimbursement time easier.
Program/Project Management Costs	***The cost to the funding recipient(s) to administer, manage and oversee the project. This may include project oversight and management activities, as well as fiscal management components.***
	▪ Identify costs in the Personnel Expenses category if provided by staff, or in the Contractor Expenses category if the services are contracted out. o For personnel expenses, time sheet tracking by funding source, or equivalent, is required. If personnel do not have a positive time record, then project management costs should be recorded as match. ▪ Note: only paid personnel and contractor expenses which are directly attributed and tracked to the project can be reimbursed.
Travel & Related Expenses	***Costs directly associated with the project and approved in advance by IDL for travel, lodging and meals.***
	▪ These costs cannot exceed Idaho State and/or federal rates. If costs are higher, prior justification to and approval by IDL is required before such expenses are incurred & allowed for reimbursement.

FY2027 Western Wildland Urban Interface Grant Program[1] Criteria and Instructions to States/Island Territories

In the West, funds to mitigate risk from wildland fire within the Wildland Urban Interface (WUI) are available and awarded through a competitive process with emphasis on hazard fuel reduction in the WUI, information and education, assessment and planning, and monitoring through community and landowner action. Funding is delivered through and managed by state/ island forestry organizations. This portion of the National Fire Plan was developed to assist interface communities manage the unique hazards they find around them. In addition to the National Fire Plan, the National Cohesive Wildland Fire Management Strategy brings forward the goals of Resilient Landscapes, Fire Adapted Communities, and Safe and Effective Wildfire Response; the Western Forestry Leadership Coalition strategies of Conserve, Protect, and Enhance are incorporated into individual states' Forest Action Plans.



Reducing wildfire risk in the West will be strongly influenced by the ability to collaborate across ownership boundaries and implement projects on a landscape scale.

Grant Criteria: General

- The Project must be for a qualifying activity - if it is not the application will be considered ineligible.
- Meets the 1:1 match requirement[2]- if not the application will be considered ineligible.
- Each grant request is limited to a maximum of $300,000. Applications over $300,000 will be considered ineligible.

[1] Supported by National Fire Plan Funding through the State and Private Forestry Branch, USDA Forest Service. Administered through the Council of Western State Foresters, Western State Fire Managers WUI Subcommittee

[2] A 1:1 match. The allocated grant amount must be matched in full by the recipient using a non-federal source. Exception: Title III funds under the Secure Rural Schools and Community Self-Determination Act of 2000, PL 106-393 are not considered federal dollars and may be used as match. The matching share can be soft match (which includes training hours valued at an accepted rate, donated labor/equipment, etc) and/or hard match (which is actual dollars spent other than federal grant funds within the specified scope of work.) If the project is part of the consolidated payment grant, matching funds can be combined or met from any one or all program areas. The Pacific Islands (excluding Hawaii) are exempt from the 1:1 match up to $500,000 by statute. Anything in excess of $500,000 requires 1:1 match for Pacific Island applications.

- No state/island will receive more than 15% of the funds available in the West.
- Not less than 70% of the funding available will be allocated to hazardous fuel reduction projects.
- The application must be submitted by the state/island forestry organization. The state/island organization will be listed in Box 1 (Applicant Information) on the online application.
- The grant request must be submitted using the WUI Competitive Grant Online Submission System.
- Funds cannot be used on federal lands.
- Funds must be spent during the 5-year grant period and cannot be held for future maintenance outside of that grant period.

Grant Criteria: Qualifying Project Types

1) **Reduce Hazardous Fuels / Restore Fire-adapted Ecosystems in the Wildland Urban Interface (WUI):**
Fuel reduction projects and vegetation treatments have been identified as a means of mitigating wildfire hazards. Recipients shall facilitate and implement mitigating fuel treatments in or adjacent to identified fire-prone communities to reduce the threat of wildfire to communities. These are projects that remove or modify fuels in and/or adjacent to WUI development. Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining private lands, or within the respective communities. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen catastrophic fire and its threat to public and firefighter safety and damage to property. Another way to prevent future large, catastrophic wildfires from threatening communities is by carrying out appropriate treatments (such as prescribed burning or thinning) to restore and rehabilitate forest and grassland health in and adjacent to the WUI. Such treatments have reduced the severity of wildfires and may have additional desirable outcomes, such as providing sustainable environmental, social, and economic benefits. Project proposals must consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments, as well as treatment prescriptions and measures of success.

   Examples of projects that qualify (not all-inclusive):
   - Defensible space around homes and structures
   - Shaded fuel breaks
   - Fuels reduction beyond defensible space adjacent to WUI areas
   - Removal of slash, including piling and burning, mulching, grinding, etc.
   - Prescribed fire
   - Thinning
   - Maintenance of fuels projects (explain in application narrative)
   - Monitoring components of projects for effectiveness

2) **Improve Prevention/Education in the Interface:**
Recipients can provide leadership to coordinate, develop, and distribute wildland urban interface education programs in association with insurance companies, communities, local government agencies, and other partners. Informational and educational projects must target the mitigation of risk and prevention of loss. Projects should lead to the use or establishment of one or more fire program elements such as fire safety codes, implementation of Firewise practices, establishing local fire-safe councils, and fuels treatments within fire-prone

communities. Projects should be concise clearly indicate size and scope of the project, and clearly demonstrate deliverables and measures of success of prevention/education activities. Metrics should be specific, measurable, achievable, realistic, and timely.

Examples of projects that qualify (not all-inclusive):

- Firewise or similar programs
- Fire education components to Project Learning Tree
- Pamphlets, brochures, handouts

3) **CWPP Planning:**

Community Wildfire Protection Plans (CWPPs) are created by local communities and may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection, or a combination of the above. The process of developing these plans can help a community clarify and refine its priorities for the protection of life, property, and critical infrastructure in the wildland-urban interface. The Healthy Forest Restoration Act (HFRA) minimum requirements for a CWPP are: 1) Collaboration (must be developed with community members, local and state government representatives in collaboration with federal agencies and other interested stakeholders), 2) Prioritized Fuel Reduction (plan must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment), and 3) Treatment of Structural Ignitability (must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan). A copy of the CWPP Handbook can be found at http://www.communitiescommittee.org/pdfs/cwpphandbook.pdf.

Examples of projects that qualify (not all-inclusive):

- Creation of/or update to CWPP/hazard mitigation plans or equivalent document. Note: for the creation of CWPPs outline how you will meet national and state requirements in the document: some states provide checklists to assist. Be sure to address the following in your application:
  - Accomplishments: Explain what projects identified in the original CWPP have been completed. (Only do this if you are updating your CWPP. If you are creating a new CWPP, you will not yet have any accomplishments).
  - Collaboration: If you are updating your CWPP: Identify new partners and stakeholders as well as update all contact information. For CWPP creation, identify all partners and stakeholders to be involved.
  - Prioritized Fuel Reduction: Those updating a CWPP should: Identify and prioritize new hazardous fuels reduction projects, the method of treatments to be employed, and how these projects address any changes to the community objectives and values at risk. New CWPP plans must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment
  - Treatment of Structural Ignitability: Updated CWPPs should explain new or additional measures to be implemented to reduce homeowner and/or community ignitability of structures. Those creating CWPPs must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan.
- Priority projects listed in existing CWPPs covering the above criteria.

4) **Examples of Projects that DO NOT Qualify (not all-inclusive):**

- Preparedness and suppression capacity building; such as the purchase of fire department equipment (try VFA, DHS, and FEMA grant programs)
- Small business start-up funding

- Research and development projects (try Economic Action Program)
- GIS and database systems that are not related to the West Wide Wildfire Risk Assessment
- Construction/infrastructure (building remodel, bridges, road construction, water development, general property/ homeowner maintenance.)
- Funding the creation of stewardship plans.
  - Note: a separately funded stewardship plan can be used to guide a WUI project if it is clearly labeled as not funded through match or WUI grant funds.

Grant Scoring:

- All grants will be scored based on the following criteria; applicants must ensure that all boxes are filled in and the application is complete (**the highest possible score is 45**):

  - **Does the application clearly show how the budget will be spent by line item and are expenditures applicable and relevant to the goals and objectives of the project?**
    Clearly defined and applicable = 5 Not defined/not applicable to project = 0

  - **Describe the Project- Does the application clearly describe the challenges and issues that articulate why the project is important?**
    Clearly defined = 5 Not defined = 0

  - **Planning Linkages- Does the application clearly link or tie the project to an existing Community Wildfire Protection Plan (CWPP) and is the project consistent with the State Forest Action Plan(s) (Enhancing, Protecting and or Conserving). The project must be linked to one of the planning elements. Does the project develop or refine an existing plan?**
    Clearly defined = 5 Not defined = 0

  - **Project Activities- Does the application clearly define what the project is and what the project proposes to do? Does the application clearly define how the project will be accomplished, including identifying measurable outcomes? (are the proposed activities clear and achievable, goals defined, outcomes measurable, # of acres treated, # of education/outreach programs, planning/assessment efforts clearly described etc.)**
    Clearly defined = 10 Not defined = 0

  - **Project/Landscape Impacts- Does the application clearly define the scale of the project including relationships with past, present, or future projects that, when combined, offer more benefits than when taken individually? Is overall landscape that the project influences, in addition to the defined project area, clearly described?**
    Clearly defined = 5 Not defined = 0

  - **Collaboration- Does the application clearly define collaborative elements including support from partners, agencies, landowners, communities? Are contributions of collaborators well described?**
    Clearly defined = 5 Not defined = 0

- **Project Timeline- Does the application clearly described the timeline to implement the proje Does the timeline include milestones, seasonal influences, and/ or ways to measure progress?**
  Clearly defined = 5 Not defined = 0

- **Project Sustainability- Does the application clearly define how or if the project will sustain itself after the grant period is over? Does the application describe plans or steps that will continue the project benefits beyond the life of the grant?**
  Clearly defined = 5 Not defined = 0

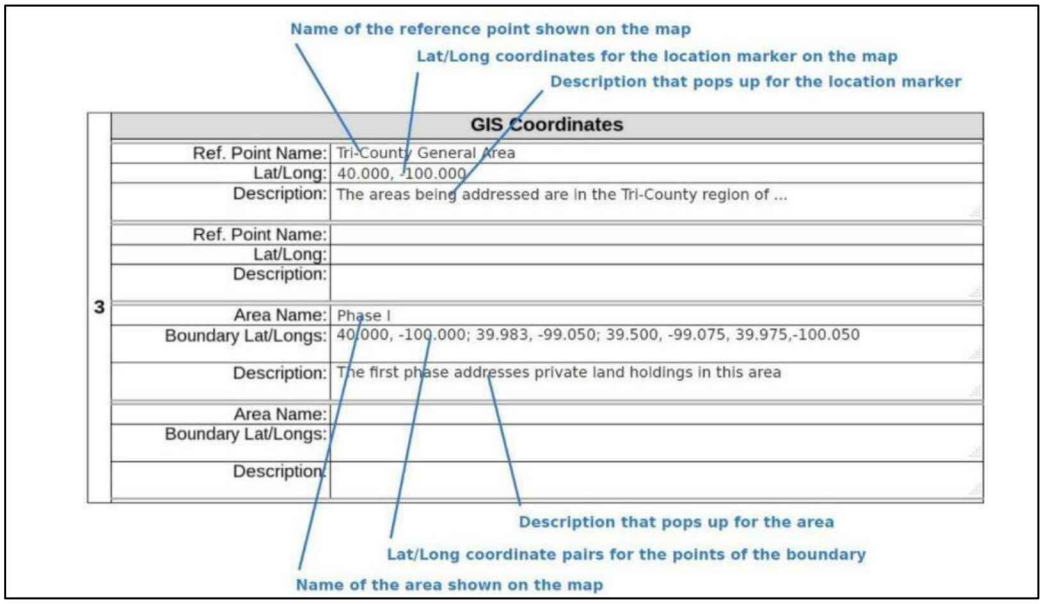
Application Guidelines:

Applications must be submitted through the appropriate state/island agency (typically the State Forester). The state/island forestry agency will load proposals into the online system for submission to the review/scoring process.

Application guidelines by box number: (All boxes must be filled in on the application. If a box does not apply to your project fill in that space with NA.)

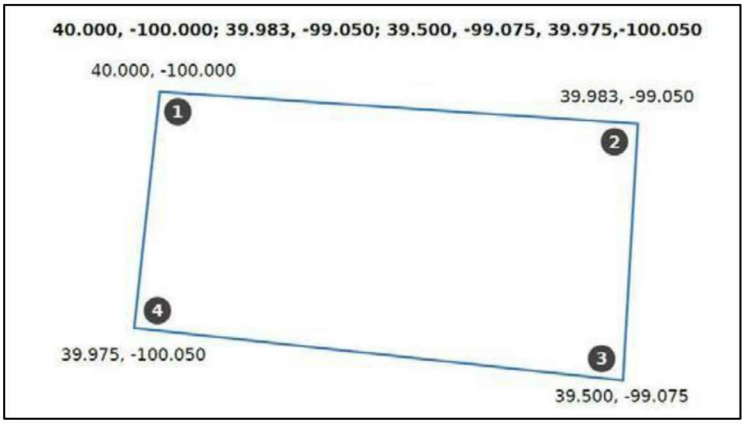
- ***Box 1***- The Proposal Cooperator is the entity that submits the project proposal. Applicant Information is the state/island forestry agency submitting the application. If the Proposal Cooperator is the state/island forestry agency use the same information for both the Proposal Cooperator and Applicant Information.

- ***Box 2*- GIS Coordinates:** Include either a reference point or boundary points for the project, which will be included on a map associated with success stories. Leave fields blank that are not used-do not put NA. See example below on how to enter data into the application. **Coordinate data must be in WGS84 datum.**



Reference Point: A reference point displays a single marker and its name on the map. This can be used for indicating a general region without specifying exact boundaries. The reference point name, lat/long, and description are all **required** fields for a point. Lat/long should be entered in the following format: 39.0000, -104.300

Area: An area defines a region with a boundary defined by straight lines. At least 3 points are needed to define an area. There can be up to 7 lat/longs. The diagram below shows how to specify the corners for an area and the associated coordinate list to be entered into the application. The area name, boundary lat/longs, and description are all **required** fields for an area.



- ***Box 3 -*** –Match includes training hours valued at an accepted rate, donated labor/equipment, etc., and hard match is actual dollars spent other than federal grant funds within the specified scope of work. Federal funds contributed are ineligible for match calculation. Indirect costs must be tied to an established rate and the source needs to be described in the narrative (Box 4). Waived indirect costs are an acceptable source of match.

- ***Box 4-*** The budget narrative must describe how the grant funds will be spent. Give specific details for each grant expenditure item in Box 3 (i.e., personnel/labor, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs). Explain exactly how grant dollars will be spent and how these expenditures tie directly to the project goals and objectives. **A description of the match is not required in Box 4.** The match should be described in Box 9.

- ***Box 5-*** Describe the project area, type, and challenges. There are three types of projects: fuels, education/prevention, and CWPP planning/assessment. Projects may include one or more project types. Applicants must give an overview of the project area, which they can do by discussing ownership/land type as well as physical acres, sq miles, etc. They must also, identify the hazards that exist and clearly show the need for work in this area. Be specific when describing challenges or obstacles that will need to be addressed for the project to be successful (e.g., landscape or access challenges or broad dispersal of people who may need to be gathered together for an educational initiative, language access issues, or lack of trust in government, which needs to be built for collaboration on CWPP). If applying for a fuels reduction project, describe the fuel/vegetation types. If applying for a CWPP planning/assessment project, see the CWPP guidelines on page 16.

  It is important to define the problems and challenges so when you get to Box 7 you are clearly stating how the funding will be used to address the challenges in this box.

- ***Box 6***- Describe the relationship to a Forest Action Plan **and** to a CWPP. Clearly describe how the project fits into the goals of a Forest Action Plan and detail the FAP goal(s) below. Outline the project's connection to the CWPP's goals and objectives and describe how the project accomplishes the goals and priority areas of both these planning documents.

- ***Box 7-*** Clearly describe each proposed activity and include where and what will be occurring (i.e., fuel break along the fence line, defensible space around homes, tree crown spacing, prescribed fire for mitigation purposes, etc.). The description must include measurables and how the project will be accomplished. Grant funds should be tied to the activities. Unlike the overview, this will provide the specific details of the project using measurable units that are specific, measurable, achievable, realistic, and timely where applicable. Treatment prescriptions and measures of success should be clearly stated. For prevention/education activities as well as for CWPP planning/assessments; the audience, deliverables, and measures of success should be clearly stated.

- ***Box 8-*** Describe how the project influences greater impact on the landscape. Show how the project has or will have an impact outside the immediate project area, including how it relates to other projects/initiatives past or current. For example, a project in a community may complement a Forest Service project on their land where they are creating a fuel break around your community's defensible space project. Give specifics on how this project will tie into the larger picture of community protection or education. For information/education and/or CWPP planning projects explain how your project complements or enhances those by other agencies or groups and/or ties into a greater goal. The scale of a project should be an appropriate size based on the land ownership, objectives, and outcomes (including cross-boundary goals) for the project. Describe how the scale is sufficient and meaningful for the project. Explain, the who, what, when, where, why, and how of its anticipated impacts.

- ***Box 9-*** Describe the contributions each partner will make to the project by stating the collaborating partner's name and what they will be contributing to the project such as manpower, equipment, matching funds, etc. This should include the partners listed in Box 3 (matching share) but may also include federal and other partners that are contributing but are not eligible to use as match. Identify if using overmatch from the consolidated payment grant.

- ***Box 10-*** The Project Timeline must include such things as: begin/end dates, milestones, quarterly or seasonal targets, etc. All WUI grant funded project items must be completed within 5 years of the award.

- ***Box 11-*** Sustainability must clearly describe the who, what, when, where, and why of how this project will remain effective and be sustained over time. The four main points to be included for **fuels projects** are:

    1) Environmental Factors: describe the maintenance requirements unique to this project based on site characteristics i.e., present and future vegetation occupying the site, growth rates, natural fire return intervals, or any other environmental factor that affects the continued maintenance of this project.
    2) Education: describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of the project's maintenance. If this is an information/education project make sure to explain how it will be delivered, the audience you are targeting, and specific deliverables.
    3) Commitment: describe the commitment by the individual/community to maintain this project into the future, i.e., state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the sub-grantee accountable for project maintenance over time. If this is an information/education project, make sure you explain the commitment to carry this program forward and update it as necessary.
    4) Monitoring: describe who will be responsible for monitoring the project, what qualifications they have if they are not obvious (i.e., State Forestry personnel, Fire Safe

Council member, Fire Department personnel, etc.), and at what intervals they will be checking (i.e., yearly, quarterly, etc.); clearly describe timelines, and milestones expected. If you plan on monitoring the project after the grant period ends, list that here, but please note all awarded funds and matches must be used during the 5-year grant period only.

For **Outreach/Prevention,** you must include three main points (education, commitment, and monitoring). Also include: How will outreach/education/prevention be distributed? What is the commitment over time? For monitoring purposes, the application should describe how outreach will be sustained and updated over time. For CWPP Planning/Assessment/Monitoring, the same points as Outreach/Prevention outlined here should be included, and how CWPP will be used over time should also be discussed.

Application Due Dates:

Each state/island will set its own internal deadlines for its cooperators' and partners' applications so that they may be reviewed and prioritized at the state level before submission. Please pay close attention to the deadline and any special instructions for your application that has been set by your representative state/island.

Reminder:

- Applications over $300,000 will be considered ineligible.
- Applications must be submitted by the state/island forestry organization. The state/island organization will be listed in Box 1 (Applicant Information) on the online application.

All proposals must be submitted to the IDL Grant Coordinator: Isabella Pritchard, ipritchard@idl.idaho.gov, by March 31st, 2026.

FY 2027 State Fire Assistance WUI Grant

FOR OFFICIAL USE ONLY	
State Submitting Project:	Idaho
State Priority Number:	
Dollar Amount Requested:	$ 300,000
Matching Share:	$ 0.00

Item # 14.

This document is for proposal development only.

Hover over each active field for additional guidance and instructions.

	Proposal Cooperator	
1	Cooperator Organization:	
	Contact Person:	
	Address:	
	City/State/Zip Code:	
	Phone (Work/Cell):	
	Email:	

	Applicant Information	
1	Applicant:	Idaho Department of Lands
	Contact Person:	Tyre Holfeltz
	Address:	3284 W Industrial Loop
	City/Zip Code:	Coeur d'Alene, ID 83815
	Phone (Work/Cell):	208-666-8653 (o) / 208-819-9340 (c)
	Email:	tholfeltz@IDL.Idaho.gov
	Fax:	208-669-1524
	Federal Tax ID\DUNS #:	82-6000952 / 878072685

	Project Information	
2	Name of Project:	
	Community Name(s):	
	County(ies):	
	Congressional District:	
	GIS Coordinates (pick one: reference point OR area)	
	Reference Point Name:	
	Lat/Long:	
	Description:	Approximate project area center
	Area Name:	
	Boundary Lat/Longs:	
	Description:	

3	Applicant Budget				
		Grant Funds Requested	Match		Total Project Cost
			Applicant	Non-Federal Contributors	
	Personnel/Labor:	$ 30,000			$ 30,000
	Fringe Benefits:				
	Travel:	$ 7,727			$ 7,727
	Equipment:				
	Supplies:				
	Other:	$ 240,000			$ 240,000
	Contractual:				
	Indirect Costs:	$ 22,273			$ 22,273
	TOTAL:	$ 300,000	$ 0	$ 0	$ 300,000

4	Budget Narrative (1700 characters including spaces)
	- Personnel/Labor - $30k for Idaho Dept of Lands staff to manage and administer sub-grant with (ADD NAME OF COOPERATOR ORGANIZATION) - Travel - $7,727 for IDL staff to travel to and from project(s) at established State Fleet Motor Pool rates. - Other - $240k is sub-granted to (ADD DETAILS) - Indirect - $22,273 is for negotiated rate between USFS and IDL.

	Project Area Description and Challenges (1700 characters including spaces)	
5	(ADD PROJECT AREA DESC) (ADD PROJECT OBJECTIVES) Hazard (Fire risk, Demonstrate need): Challenges:	

	Relation to Forest Action Plan and CWPP (2500 characters including spaces)	
6	Idaho Forest Action Plan (FAP): The project is found in the (ADD) priority landscape area. (ADD DETAILS HERE) (ADD COUNTY) CWPP: (ADD DETAILS HERE) The completion of project work will address the identified FAP/CWPP goals/objectives through (ADD DETAILS HERE)	

	Proposed Activities (3800 characters including spaces)
7	(ADD PROJECT INTRODUCTION) (ADD ACTIVITIES - BE SPECIFIC AND CLEARLY OUTLINE WHO IS DOING WHAT, HOW, AND WHERE)

	Landscape Impacts (1700 characters including spaces)
8	(INCLUDE ADJACENT COMPLETED WORK: OWNERSHIP, YEAR, ACRES TREATED) (INCLUDE OVERALL PROJECT IMPACT TO LANDSCAPE: COMMUNITY SAFETY, WATERSHED, WILDLIFE, ETC.)

	Project Collaboration (1700 characters including spaces)
9	- Idaho Dept of Lands ($XXXk match) - in the form of consolidated payments associated with Forestry and Fire Assistance in support of private landowners. IDL will also provide technical assistance. (ADD ALL ADDITIONAL STAKEHOLDERS HERE: FEDERAL PARTNERS, FIRE WORKING GROUP, COUNTY PARTNERS, EDUCATION PARTNERS, NGO'S, CONSERVATION DISTRICTS, ETC.)

	Project Timeline (1700 characters including spaces)
10	EXAMPLE: - FALL '27 - ENGAGE RESIDENTS WITHIN THE DISTRICT TO PROMOTE FIREWISE AND HEALTHY FOREST CONCEPTS THROUGH AN INFORMATIVE NEWSLETTER TO RESIDENTS AND A PUBLIC MEETING. INITIATE/CONDUCT FIELD REVIEWS TO PRIORITIZE TREATMENT AREAS THROUGH SITE EVALUATIONS. - WINTER '27 - COMPLETE XX LANDOWNER AGREEMENTS AND INITIATE FUELS REDUCTION WORK ON XX ACRES AS WEATHER PERMITS - FALL '30 - CONDUCT FINAL INSPECTIONS/REPORTS. ENTER INTO MONITORING PHASE.

	Project Sustainability (1700 characters including spaces)
11	Environmental Factors: (REMOVE IF NOT A FUELS REDUCTION PROJECT) Commitment: (10-YEAR AGREEMENT TO MAINTAIN WORK REQUIRED) Education: (EDUCATION ON HOW TO MAINTAIN WORK ONLY, WHAT MATERIALS ARE BEING USED) Monitoring: (WHO, HOW, AND HOW OFTEN)

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 17, 2026

MEETING DATE: March 4, 2026

TO: Mayor Grimm, Members of the City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Authorization for Mayor to Execute Contract with IPS Group, Inc. for Parking Management System Implementation

ACTION REQUESTED:

Authorize the Mayor to execute a contract with IPS Group, Inc. for the purchase and implementation of a citywide paid parking management system, substantially consistent with the scope of work and operational framework described in this staff report, upon finalization of the contract and approval as to form by the City Attorney and City staff, in an amount exceeding the Mayor's $75,000 signature authority.

BACKGROUND:

On June 18, 2025, City Council adopted the Downtown Parking Management Plan, establishing a clear policy framework for managing parking as a shared public resource in Sandpoint. The Plan reflects Council's direction to improve availability and turnover in high-demand areas, prioritize access for Sandpoint and Bonner County residents, manage occupancy toward an 85% target in core areas, and implement a financially self-sustaining parking system capable of supporting long-term infrastructure needs.

The policy decisions underlying the Plan, including parking rates, pass types, and resident eligibility, were adopted by Council and incorporated into the FY 2025/26 fee schedule. This agenda item does not revisit those policy decisions. Rather, it seeks Council authorization for the Mayor to execute a contract to implement the Plan through a qualified technology and services provider.

The contract with IPS Group, Inc. is currently under final negotiation and is not attached to this agenda item. Council action at this meeting is requested to authorize execution of the contract once finalized, consistent with the scope and operational details described in this staff report.

RFP PROCESS:

In November 2025, the City issued RFP No. 26-1970-1 seeking a comprehensive paid parking management system and related services. The RFP requested proposals capable of delivering not only pay stations, but also mobile payment options, time-limit enforcement tools compliant with Idaho law, citation management, permit administration, collections services, and real-time reporting capabilities.

Proposals were evaluated on technological capability, compliance with Idaho's restrictions on automated license plate recognition (ALPR) and tire chalking, financial structure, operational risk,

scalability, and the ability to provide a fully integrated solution rather than a collection of separate vendors.

Following detailed review and follow-up clarification, staff recommends IPS Group, Inc. as the City's implementation partner. IPS provides an end-to-end parking ecosystem that integrates kiosks, mobile payment platforms (ParkSmarter and Text-to-Pay), enforcement management software, permit administration, citation processing, collections services, and reporting tools within a single system. This vertically integrated approach reduces administrative complexity and long-term operational risk by avoiding the need to coordinate multiple independent vendors.

KIOSK-BASED ENFORCEMENT MODEL AND DECISION NOT TO DEPLOY SENSORS:

During the RFP evaluation, staff carefully analyzed the use of per-space sensor technology, including above-ground systems such as Cleverciti and in-ground sensors. While sensor technology can provide highly granular occupancy data, it also carries significant ongoing subscription costs and introduces long-term financial exposure. Because curbside time-limit zones are structured primarily around free two-hour parking, sensor-based enforcement would generate little or no direct revenue to offset those recurring costs.

Additionally, Idaho law limits the use of automated license plate recognition and prohibits traditional tire chalking. After evaluating technical, financial, and legal considerations, staff concluded that a kiosk-based "check-in" model provides a more balanced and sustainable approach.

Under this model, drivers parking in two-hour curbside zones will check in at a kiosk or through the mobile application to register their free parking session. The system associates the license plate with a time-stamped session. Enforcement officers, using handheld devices connected to the IPS platform, can view real-time occupancy and payment data and identify overstays without chalking or ALPR. This approach ensures legal compliance, provides reliable enforcement, and avoids the recurring cost structure associated with per-space sensors.

As staff has refined the implementation strategy, there has been a slight but important pivot in how enhanced on-street time-limit enforcement will function in practice. The original concept emphasized real-time occupancy data primarily as a tool to identify and cite vehicles that overstayed the free two-hour limit. By utilizing kiosks as the enforcement backbone, the system instead introduces a more flexible approach. Parkers will still receive their free two-hour session, but those who require additional time will have the option to pay the hourly rate beyond that period rather than automatically facing a $50, $100, or $150 citation.

This adjustment preserves the intent of the policy while improving the customer experience. Downtown businesses will benefit from a system that allows patrons to remain for a third or fourth hour (or additional time as needed) without fear of receiving a costly ticket, provided they pay for the additional time. At the same time, the pricing structure continues to encourage turnover along the highest-demand blocks by nudging the most price-sensitive visitors (and most downtown business employees) to utilize the relatively abundant three- and four-hour parking located just outside the core commercial zone.

It is also important to remember that the adopted pass program includes a downtown business employee pass option that provides all-day parking within the designated three- and four-hour zones. This creates a structured alternative for employees, supports predictable access to parking, and reinforces the primary policy objective of preserving the most convenient curbside spaces for short-term customer use.

KIOSK DEPLOYMENT AND LOCATIONS:

Council authorization is requested for the purchase and deployment of 44 MSX Multi-Space Universal Kiosks.

These kiosks will be strategically distributed across downtown and waterfront locations to support both off-street paid parking and curbside time-limit management. Deployment will include:

- Third & Church City lot
- Bridge Street lot
- Jeff Jones Square lot
- City Beach/RV lot (including boat launch for charging of launch fees)
- Dock Street Marina lot
- Pend Oreille Bay Trail lot
- War Memorial Field boat launch (for charging of boat launch fees)
- Curbside along high-demand downtown blocks along First and Second Avenues and select east/west street (see map below).

The total quantity of 44 kiosks is calibrated to provide adequate geographic coverage while maintaining fiscal discipline.

The IPS proposal includes hardware, installation, freight, and associated management components. The year-one upfront total reflected in the quote is $220,231, with a monthly management cost of $1,500. IPS has confirmed readiness to proceed upon finalization of the contract and issuance of a notice to proceed.



PARKING PASS ADMINISTRATION AND RESIDENT PASS RATES:

One anticipated area of Council discussion concerns the annual City Resident parking pass, currently set at $15, and the Bonner County Resident pass at $30, both of which were adopted as part of the Parking Management Plan and FY 2025/26 fee schedule.

IPS provides integrated permit administration within its enforcement and permitting suite. This system ties permits to license plates, allows eligibility verification, integrates directly with enforcement tools, and enables real-time validation in the field. While efficient, this system carries transaction processing costs, credit card fees, software hosting expenses, and customer service overhead.

As a result, the City's net revenue from a $15 annual City Resident pass is marginal. The intent of the pass is not revenue generation; it is to provide a meaningful access benefit to residents while maintaining program integrity and offsetting administrative costs. A resident who uses City Beach or downtown lots even a few times annually will realize value quickly when compared to hourly parking rates.

Eliminating the fee entirely is not recommended. A zero-cost pass would increase the likelihood of over-enrollment and fraudulent claims of residency, raise administrative burdens associated with verification and compliance monitoring, and shift program costs entirely onto the City. Modest fees such as $15 help maintain accountability and offset system administration costs, while remaining accessible and affordable.

Comparable programs throughout the region and state similarly charge modest resident fees to support administration and prevent abuse. The structure adopted by Council reflects this balance.

IMPLEMENTATION TIMELINE:

Upon Council authorization, the City will finalize the contract with IPS Group, Inc. and, following execution by the Mayor, issue a notice to proceed. Equipment delivery is anticipated in April 2026, with installation and system configuration occurring in spring 2026. Public education and outreach will occur prior to launch, with operational implementation targeted for early summer 2026.

CONCLUSION:

Council authorization of the Mayor to execute a contract consistent with this staff report enables staff to implement the Parking Management Plan previously adopted by Council. The IPS system provides a comprehensive, legally compliant, and financially responsible approach to managing downtown and waterfront parking. It reduces long-term operational risk, integrates enforcement and permit management, supports resident access priorities, and establishes the infrastructure necessary for a self-sustaining parking program.

Staff recommends approval.

ACTION:

Authorize the Mayor to execute a contract with IPS Group, Inc. for parking management system implementation, substantially consistent with the scope of work described in this staff report, upon finalization of the contract and approval as to form by the City Attorney and City staff.

WILL THERE BE ANY FINANCIAL IMPACT? Y HAS THIS ITEM BEEN BUDGETED N?

ATTACHMENTS:

- 2025 Parking Management Plan
- IPS quote (42 kiosks, to be updated for current need for 44 kiosks)

Downtown Parking Management Plan

City of Sandpoint — June 2025



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City of Sandpoint Downtown Parking Management Plan

Introduction

Sandpoint's downtown parking management plan implements a system of parking passes and paid hourly parking at Sandpoint's public downtown parking lots and on certain blocks along which utilization of curbside parking currently exceeds effective capacity (defined as a peak occupancy rate of 85%). The free parking model currently employed has resulted in a utilization pattern under which some public parking facilities experience use levels far above their effective capacity and others far below. Sandpoint's downtown and City Beach parking lots and curbside parking stalls along parts of First Avenue and Cedar Street experience peak occupancy rates close to 100%, while street parking just a few blocks away from the commercial core sees occupancy rates of below 50%.



Street parking in much of downtown Sandpoint sees peak occupancy rates of less than 50%, indicating underutilization

This plan's primary objective is to promote a more efficient utilization of public parking facilities to improve the likelihood of users finding an available parking spot in the locations where they are most desired.

The policy's secondary objective is to provide a funding mechanism to support the ongoing maintenance and development of public off-street parking facilities and other amenities and infrastructure in the downtown core. A combination of affordable City taxpayer parking passes, Bonner County resident parking passes, downtown business and resident passes, and paid hourly parking for all non-passholders, combined with the reintroduction of off-street parking requirements and parking in-lieu fees for residential development downtown, will generate revenue that can be put towards maintaining and improving the City's public parking infrastructure.

Need and justification for a parking management plan

The policy is based on the findings of Sandpoint's 2022 Parking Demand Study, which included among its preliminary policies and strategies the proposal to "implement and manage a paid parking program" to "support a vibrant downtown core" and the 2024 Comprehensive Plan, which included among its goals and objectives:

- "Enhance access to businesses, shops, restaurants, and other destinations through parking management solutions" (Chapter 6, Goal 1, A);
- "Refurbish the existing (City) lot, add paid parking." (Chapter 9), and;

- "Ensure sufficient public parking to enable redevelopment of underutilized properties" (Chapter 9, Goal 5, J)

A paid parking policy will generate $500,000 of net revenue annually to maintain, enhance, and eventually expand downtown parking, much of that revenue coming from visitors and tourists whose use currently dominates Sandpoint's public parking facilities during peak demand periods, yet who pay nothing towards those facilities' maintenance or eventual replacement costs.

By monetizing parking, the City incentivizes efficient land use and encourages alternative modes of transportation, reducing the demand for expansive parking lots that consume valuable urban space. Unpriced parking, on the other hand, distorts urban development patterns, promotes car dependency, and increases housing and commercial costs.

Overview of Plan Components

This Parking Management Plan includes three primary components designed to address the challenges of downtown parking utilization, maintenance funding, and future growth:

1. **Parking Pass Program** – A tiered system of annual parking passes is offered to City residents, Bonner County residents, downtown business employees, downtown residents, and marina slip occupants. These passes provide limited or unlimited access to City-owned parking facilities and are priced to reflect usage levels and support infrastructure maintenance.
2. **Paid Hourly Parking** – Hourly rates will be implemented at select high-demand off-street and curbside parking locations in the downtown core. Dynamic pricing may be used to manage demand during peak periods, and revenues will be dedicated to maintaining and improving parking facilities.
3. **Off-Street Parking Requirements for Residential Development** – Residential projects within the downtown parking exempt zone will be subject to new off-street parking requirements based on square footage, or may opt to pay parking in-lieu fees. These funds will contribute to future public parking investments and help balance residential growth with infrastructure capacity.

Together, these components form a comprehensive strategy that balances parking availability, fiscal sustainability, and long-term downtown vitality.



City Beach parking lot, while seeing little use for most of the year, is at 100% occupancy during peak summer weekends.

Who Pays for Sandpoint's "Free" Parking?

Currently, under the "free-to-park" model, the burden of maintaining downtown Sandpoint's 505 off-street parking spaces and 1,097 curbside stalls falls on the City's General Fund, the Parks Fund (which relies on revenues generated by parks facility users), and occasional grants secured by City staff. This system places an additional burden on residents and parks users while allowing non-resident users to

benefit from these facilities without contributing to their upkeep. Maintaining Sandpoint's public parking lots currently costs City of Sandpoint residents around $85 per household per year, while non-residents, who make up the bulk of the users at City parking lots, pay nothing.

Transitioning to a paid parking model ensures that the non-resident users of Sandpoint's off-street parking facilities contribute their fair share for maintaining and replacing these essential public assets. This policy reflects the City's commitment to creating a fair, sustainable, and financially responsible system for managing its parking resources, ensuring that users contribute equitably to the long-term viability of Sandpoint's public amenities.

Capital costs of Sandpoint's off-street parking

The estimated annual maintenance and replacement cost of downtown Sandpoint's 505 off-street parking spaces is approximately $290,375, or $575 per parking space. Typical maintenance includes sweeping, crack sealing, striping, sealcoating, and occasional asphalt repairs, which costs around $400 per parking stall. The eventual 20-year replacement cost is estimated at $3,500 per stall (annualized to $175 per year) based on local construction costs from recent parking lot projects completed in Sandpoint including the City lot at Third and Church Streets and the Travers Park parking lot.

This policy has been developed to correlate to the anticipated maintenance costs the City already bears (or in most cases, defers) in its provision of off-street parking, NOT as a general revenue source to be allocated to capital projects unrelated to downtown parking and related amenities.



Though it was a pay lot for most of its history, in 2016 the City converted the lot at Third and Church street to free parking. In 2025 the City spent almost a half a million dollars to refurbish the lot at taxpayers expense.

Applicability

The paid parking policy applies year-round to the following City-owned parking lots and on-street parking facilities in the Commercial A district, including:

1. City lot at Third and Church Streets
2. Sand Creek (Farmin's Landing)
3. Bridge Street
4. City Beach / RV Campground
5. Dock Street (Windbag Marina)
6. Pend Oreille Bay Trail Lot
7. Curbside parking on the following downtown city blocks
    a) First Avenue from Pine Street to Cedar Street
    b) Cedar Street from First Avenue to Third Avenue

c) Main Street from First Avenue to Second Avenue

d) Church Street from First Avenue to Second Avenue

e) Second Avenue from Pine Street to Alder Street

The North ITD Lot and South ITD Lot across Fifth Avenue are excluded from this policy, as the City does not own these free public lots. The plan includes keeping the 110 spaces across the two ITD-owned parking lots free with

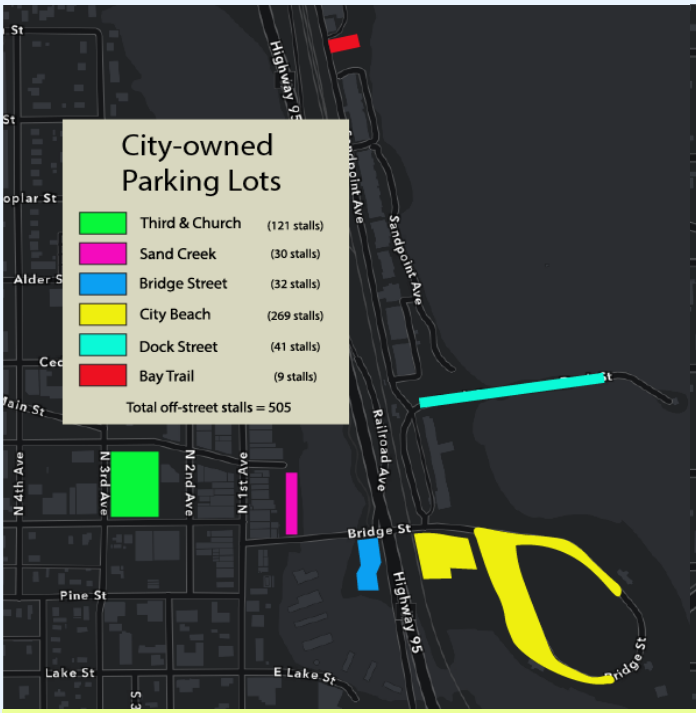


Figure 1: City-owned parking lots at which parking fees and passes are being proposed

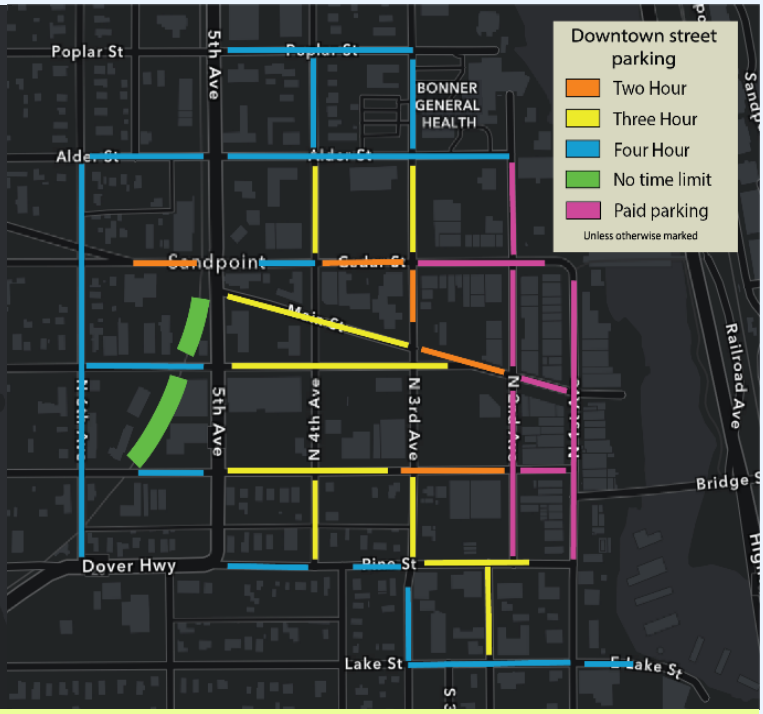


Figure 2: Curbside parking time limits and proposed paid parking zones

no time limits.

Parking Pass Program

The policy includes several parking pass options to provide flexible and affordable alternatives to standard hourly and daily parking rates. These passes include annual options for residents, non-residents, downtown business owners, downtown residents, and marina slip occupants, each tailored to meet the needs of frequent users while ensuring they contribute to the maintenance and replacement costs of Sandpoint's parking infrastructure.

Local resident parking passes

Parking passes available to Sandpoint and Bonner County residents are proposed to allow for limited free parking in City lots. For City of Sandpoint taxpayers, passes allow for up to three or six hours of free parking per visit (depending on the lot). Bonner County resident passes allow for two or three hours of free parking per visit. Beyond the free parking included with a pass, all users will pay the regular hourly rate.

Downtown business and resident passes

Downtown business and resident passes, offered exclusively to businesses and full-time residents who live in the Commercial A zoning district, enable employees and residents to park at all City-owned lots and in the 3 and 4-hour time restricted curbside stalls for a monthly fee. Rates for business and resident parking passes are bench-marked against existing private off-street parking passes in the downtown core and are priced competitively to reflect the central location of the City lot at Third and Church Streets.

Marina slip occupant passes

Seasonal lessees of slips at Sandpoint's public marinas (Windbag and City Beach) have the option to purchase passes that grant parking for up to 24 hours at Dock Street stalls and all-day parking at City Beach lot to access their slips, ensuring convenient parking while addressing the unique needs of this user group.

Boat Launch Fees

The City's two public boat launches (City Beach and Memorial Field) serve a high volume of seasonal and out-of-town boaters whose use imposes wear and operational demands on City infrastructure but who do not otherwise contribute through local taxes. The inclusion of boat launch fees ensures that users of these specialized water-front facilities contribute to their maintenance and long-term sustainability.

Parking Passes and Boat Launch Fees

Pass Type	Cost	Eligibility	Benefits
City Taxpayer Pass	$15	City of Sandpoint residents	3 hours free parking at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 6 hours free parking at City Beach lot
Bonner County resident pass	$30	Bonner County residents residing outside City limits	2 hours free parking per visit at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 3 hours free parking at City Beach lot
Downtown Business (monthly)	$40	Commercial A district businesses	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Downtown Resident (monthly)	$80	Residents living in the Commercial A district	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Marina Slip Occupant Pass (annual)	$150	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
Boat Launch fee (Idaho State resident*)	$10/launch	Idaho state residents	City Beach and Memorial Field boat launches
Boat Launch fee (Out-of-state resident and commercial users**)	$15/launch	Out-of-state residents and commercial users	City Beach and Memorial Field boat launches
Boat launch season pass (Idaho State resident)	$50	Idaho state residents	City Beach and Memorial Field boat launches
Boat launch season pass (Out-of-state resident)	$100	Out-of-state residents	City Beach and Memorial Field boat launches

***Vehicles with boat trailers will be subject to passholder time limits and charged at twice the standard hourly rate for passenger vehicles.**

****Commercial operations using City Boat launches must pay on a per-launch basis (no season pass option)**

Clarification on Pass Use and Time Limits

Parking pass benefits—such as the two, three, or six hours of free parking per visit granted to passholders—apply once per day, per vehicle, and cannot be reset by moving between different City parking lots. For example, a Bonner County Resident Pass that allows three hours of free parking at the City Beach Lot cannot be used for an additional three free hours at the Bridge Street lot or the Sand Creek lot on the same day. This restriction is intended to prevent abuse of the system, ensure turnover in high-demand parking areas, and maintain the effectiveness of the parking management strategy. Vehicles exceeding the daily time limits associated with their pass type will be subject to standard hourly rates for additional time.



The Sand Creek lot (also known as Farmin's Landing), with 30 parking spaces, lacks effective stormwater treatment; paid parking can fund needed improvements

Enforcement

Effective enforcement is essential to the success of any paid parking program. While the specific methods and staffing levels required for enforcement will depend on the technology ultimately selected by the City for implementation—such as license plate recognition systems, mobile app integration, or traditional kiosks—it is the City's intent that all enforcement-related costs will be covered by the revenues generated through parking passes and hourly fees. This approach ensures that the parking management program is fiscally self-sustaining and does not place additional burden on the City's General Fund or taxpayers. Enforcement measures may include digital monitoring, timed patrols, and ticketing for non-compliance with posted limits and payment requirements.



Dock Street's 49 parking stalls fully occupied by 10am on summer days. Parking passes available only to marina slipholders will increase likelihood boaters will find parking near their slips

Paid Hourly Parking

Hourly parking fees will be introduced at the public parking lots and curbside spaces in the parts of downtown where demand is highest—specifically at the waterfront lots at City Beach, Sand Creek (Farmin's Landing), Bridge Street, and Dock Street, as well as select blocks on First Avenue, Cedar Street, and other busy downtown streets. These fees will apply to anyone who parks in these areas without a valid parking pass and are designed to keep parking turnover healthy and availability high, especially during the busiest times of year.

Rates may vary depending on the season, the day of the week, or the time of day, and could include options for hourly, daily, or even longer stays. All pricing will be set by the City Council as part of the annual budget process, with the goal of keeping occupancy at or below about 85% so that people are more likely to find a spot when they need one.

Parking Requirements and In-Lieu Fees for Residential Development within the Parking Exempt Zone



Parking meters lined Sandpoint's busiest commercial corridors until 1990, encouraging turnover of spaces, promoting convenient access to local businesses for customers

To support public parking infrastructure and ensure the long-term viability of downtown Sandpoint's parking system, this plan implements off-street parking requirements for new residential development within the downtown parking exempt zone. Developers will be required to either provide parking at a rate based on the square footage of residential development, or to pay a parking in-lieu fee, which will contribute toward the future construction of structured public parking facilities and other parking-related improvements.

Under current City code (Title 9, Chapter 5 "Off-street parking requirements"), no developments, residential or non-residential, within the downtown parking exempt zones, are required to provide off-street parking. This plan includes the implementation of an off-street parking requirement for residential development within this zone, with the option for developers to pay parking in-lieu fees to support the City's Parking Improvement Fund. An ordinance amending §9-5 "Off-street parking requirements" will be brought to City Council to enact the policy described in this plan.

Off-street parking requirements for Residential Development within Parking Exempt Area



Restoring off-street parking requirements and parking in-lieu fees downtown will assure sustainable funding for future parking facilities

The off-street parking required for residential development in what is currently the parking exempt zone will be for one off-street parking space per 1,000 square feet of residential development, up to 1,500 sf per dwelling unit. A maximum of 1.5 parking spaces will be required for units larger than 1,500 sf.

Example 1: A downtown condo development that includes ten units 1,200 square feet in size and six units 1,800 square feet in size shall be required to provide the following:

For the 1,200 square foot units:

$$10\ units \times 1{,}200\ sf = 12{,}000\ sf$$

$$12{,}000 \div 1{,}000 = \mathbf{12\ parking\ spaces\ required}$$

For the 1,800 square foot units:

$$6\ units\ \times 1.5\ spaces\ per\ unit\ = \mathbf{9\ parking\ spaces\ required}$$

Total parking required for the 16-unit development = **21 parking spaces**

Example 2: A downtown workforce housing development that includes twenty 500 square-foot apartments shall be required to provide the following:

$$20\ units\ \times 500\ sf\ = 10{,}000\ sf$$

$$10{,}000 \div 1{,}000 = \mathbf{10\ parking\ spaces\ required}$$



Off-street parking requirements lead to valuable commercial real estate developed as under-utilized blocks of asphalt

Why is less parking required for the smaller apartments? Tying parking requirements to square footage instead of number of units or bedrooms incentivizes developers to build smaller, more affordable housing units in downtown Sandpoint. Larger, more expensive residential development is required to either provide more parking per unit developed or pay more in in lieu fees. Keeping the parking requirement lower for smaller efficiency housing helps keep such housing affordable for local workers who may or may not require the parking that larger, higher end development provides.

In-Lieu Fees for Downtown Residential Development

Off-street parking requirements for residential development in the downtown parking exempt zone may be offset by paying parking in-lieu fees into the City's parking improvement fund. A parking in-lieu fee of an amount set by City Council resolution, which may be amended from time to time to approximate changes in costs of implementing the parking improvement fund, will be established.

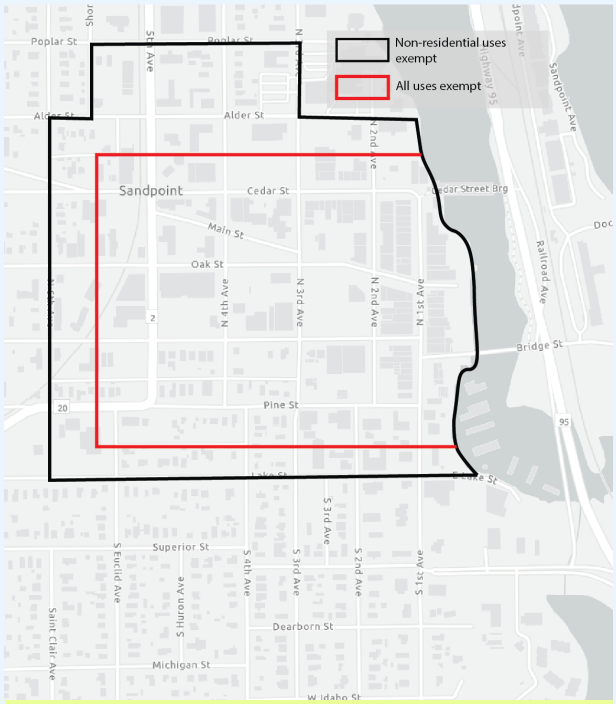
Staff are recommending a parking in-lieu fee of $25,000 per space be established at the time this policy is adopted. This fee was arrived at by comparing parking in-lieu fees in 30 cities across North America (data assembled for a parking in-lieu report prepared for the City of Boise in 2012). The $25,000 figure further reflects a fair share of the current cost of structured parking facilities in North America, which are estimated to cost in the range of $30,000 - $50,000 per parking stall in 2025 dollars.

The goal of the parking in-lieu fee program applied to residential development in Sandpoint's parking exempt zone is to either:

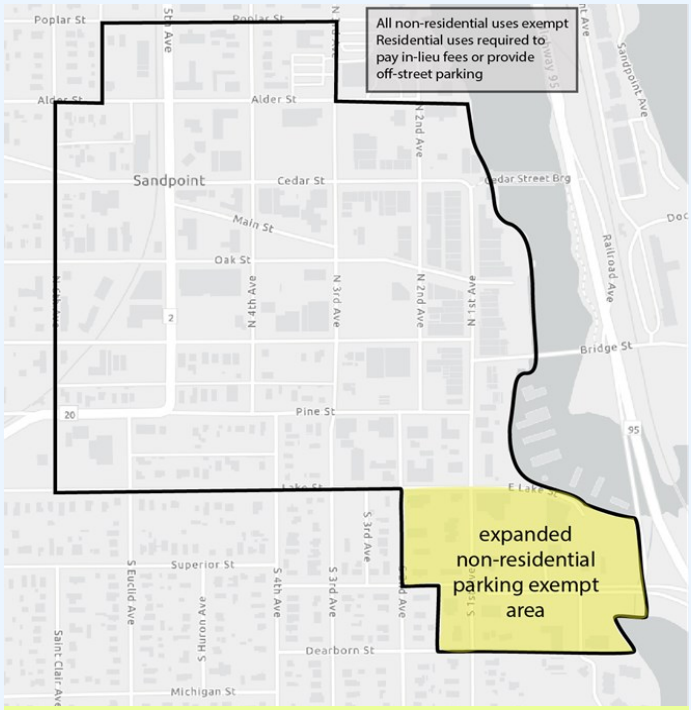
- Incentivize developers to provide adequate off-street parking to meet the demands for their residential developments, or
- Require developers to pay a fair share of the cost of a City-developed parking structure through in-lieu fees that reflect the true cost of providing off-street parking for their residential developments.

Revised Downtown Parking Exempt and Residential In-Lieu Zone

Exempted non-residential use and residential in-lieu area boundaries are described in Title 9, Chapter 5 of Sandpoint City Code. This plan expands the boundaries to the southeast to include commercially zoned properties along both sides of First Avenue and Superior Street.



Current parking exempt zones. All development within the red boundary and non-residential within the black boundary are exempt from off-street parking requirements



New non-residential parking exempt area. All development required to provide one stall per 1,000 sf of residential floor space. Non-residential development remains exempt from off-street parking requirements

Implications of Boundary Expansion

The proposed southeast expansion of the non-residential parking exempt area will newly include commercially zoned properties along both sides of First Avenue and Superior Street. This change carries two primary implications:

First, non-residential development within the expanded boundary—such as new or redeveloped retail, office, or service uses—will be exempt from off-street parking requirements, reducing development barriers and promoting walkable, mixed-use redevelopment in this centrally located part of downtown.

Second, new residential development within the expanded area will now be subject to the specific off-street parking requirements outlined in this plan, rather than those applicable to the rest of Sandpoint. Outside the exempt zone, residential parking requirements are based on the number of bedrooms and unit size, often resulting in 1.5 to 2 spaces per unit. Within the revised exempt boundary, by contrast, residential development must provide one off-street space per 1,000 square feet of floor area (up to 1,500 sf per unit), or pay in-lieu fees consistent with this policy. This approach is designed to incentivize smaller, more affordable housing types in the downtown core and to ensure that developers of larger residential projects contribute fairly to the City's long-term parking infrastructure.

Developer Communication and Support

The City recognizes that the introduction of off-street parking requirements and in-lieu fees for residential development within the previously exempt downtown zone represents a significant policy shift. To support a smooth transition, City staff will provide clear guidance, updated application materials, and one-on-one pre-application assistance to help developers understand and plan for the new requirements. By establishing a clear, consistent framework and offering flexible compliance options—either through on-site parking or in-lieu payments—the City aims to balance development feasibility with the long-term goal of sustaining a functional and equitable public parking system.

Use of Funds and Parking Benefit Best Practices

While this plan does not propose specific uses for general parking revenue, staff encourages Council to consider how other communities reinvest such funds to improve the neighborhoods where they are collected. Many cities designate downtown parking revenue as a form of parking benefit district funding, directing it toward projects that increase access, safety, and economic vitality in the area.

Best practices from comparable cities include allocating general parking revenue toward:

- Streetscape enhancements, including lighting, crosswalks, benches, and sidewalk improvements
- Public transportation support, such as expanded transit routes, bus shelters, or last-mile mobility solutions
- Pedestrian and bicycle infrastructure, including protected bike lanes, racks, and traffic calming
- Maintenance and technology upgrades for curbside parking (e.g., signage, digital pay kiosks, and real-time availability systems.
- Downtown beautification, wayfinding, and public space improvements that enhance the visitor experience and support downtown businesses

By keeping potential reinvestments close to where parking revenues are generated, many cities have found that paid parking becomes more publicly accepted, especially when the benefits are visible, tangible, and district-specific.

Importantly, all costs associated with implementing and administering the paid parking system, including technology, signage, maintenance, transaction fees, and enforcement, will be paid from this general parking revenue stream, not from the General Fund or other City revenue sources. This ensures that the program is fully self-sustaining and that those who use the public parking system are the ones funding its operations and oversight.



Basic maintenance of Sandpoint's public parking facilities has been underfunded for decades, resulting in deteriorated infrastructure. When repairs have been made, they have been at property taxpayers' expense

Ultimately, decisions about the use of general parking revenue will rest with City Council through the annual budget process. This plan simply outlines how strategic reinvestment, based on proven models in peer cities, can amplify the community benefits of a well-managed parking system

Summary

Under the current free parking system, access to Sandpoint's public parking lots and curbside parking is rationed through a "first come, first serve" model that has led to a situation where, during peak demand periods, 97% of off-street parking stalls are occupied. Meanwhile, downtown on-street parking is occupied at only 51% at summer peak hour. Sandpoint's parking problem is a utilization problem, not a *supply problem*. The total number of public parking spaces downtown is adequate to meet the total peak demand for parking, as there are 559 empty parking spaces at the peak summer hour. The problem is that of these vacant stalls, 545 are on-street stalls and only 14 are off-street. Implementing paid parking at the parking facilities currently occupied beyond their effective capacity will help resolve this inefficient utilization.



First Avenue in Sandpoint, Idaho *Photo: Will Hawkins*

Paid parking has been used to manage occupancy, promote turnover, and generate revenue for downtown infrastructure for most of Sandpoint's history as an automobile-dependent community. This plan restores some of the policies used throughout the 20th and early 21st century to improve availability of public parking and generate revenues to reinvest in the downtown district it serves.

By attaching a price to what is currently an un-priced amenity, demand is expected to shift from scarce off-street parking to relatively abundant street parking, and from currently over-utilized curbside stalls along First and Second Avenues and Cedar Street to underutilized stalls further from the commercial core.

Currently, Sandpoint generates no revenue from its off-street parking facilities. This leaves the City with a significant funding gap, as the estimated annual cost of maintaining and eventually replacing the 505 off-street stalls alone is approximately $290,375. In the absence of paid parking, this financial burden falls entirely on City taxpayers, allowing non-resident users of Sandpoint's parking facilities to benefit without contributing to their upkeep.

Overall, the transition to a paid parking model promotes equity and fiscal responsibility by aligning the costs of maintaining Sandpoint's parking facilities with their actual usage, turning Sandpoint's five downtown off-street parking facilities from a liability into an asset, whose value for future generations is secured through a sustainable funding mechanism.

Furthermore, the reintroduction of parking requirements and parking in-lieu fees for residential development downtown will relieve the City's public parking infrastructure from bearing the increased burden of residential demand for parking and require developers to contribute a fair share towards providing parking directly or supporting the City's eventual investment in a public parking structure through parking in lieu payments.



Paid parking in Sandpoint creates a fairer, more sustainable system by improving access for residents, funding critical infrastructure through user fees, and ensuring that visitors who benefit from our downtown also help support its upkeep.

Finally, the proposed paid parking policy directly supports several goals and objectives of the 2024 Comprehensive Plan, particularly in the areas of Multimodal Transportation, Community Character and Design, and Jobs & Economic Development. By managing parking demand through pricing, the policy aligns with the Plan's focus on enhancing access to businesses and reducing congestion in high-demand areas (Chapter 6, Multimodal Transportation). It fosters efficient land use, preserving Sandpoint's vibrant downtown while reducing the need for expansive parking infrastructure that detracts from the city's character (Chapter 3, Community Character and Design).

The revenue generated supports infrastructure maintenance and economic growth by ensuring a steady funding stream for public facilities, thereby promoting fiscal sustainability and investment in Sandpoint's downtown economy (Chapter 9, Jobs & Economic Development). This integrated approach reflects the Plan's vision of creating a dynamic, accessible, and economically resilient community.

APPENDIX A:

2022 Downtown Parking Study

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Portland, OR 97204
P 503.228.5230

City of Sandpoint Parking Study

Introduction

The City of Sandpoint (City) recognizes that parking is a growing challenge in the downtown and waterfront areas, particularly during the summer months. In 2016, the City implemented an updated downtown parking management plan based on resident downtown business, and property owner input. Phase 1 of the plan designated three 24-hour free parking lots, including the ITD Parking Lot, Downtown City Parking Lot, and Sand Creek Parking Lot geared toward moving business owner and employee parking off the street and into the lots to free up on-street parking to more transient users who are frequenting businesses and restaurants.

Phase 2 of the plan included adding 15-minute loading zones and extending many of the 2-hour zones to 3-hour and 4-hour zones and allowing permits. In 2017, the City reverted some of its downtown streets from one-way to two-way traffic and reconfigured parallel parking to angled parking which added additional parking spaces. In 2019, the City provided public access to the parking area near Marcia's Snack Shack which added additional parking spaces at City Beach.

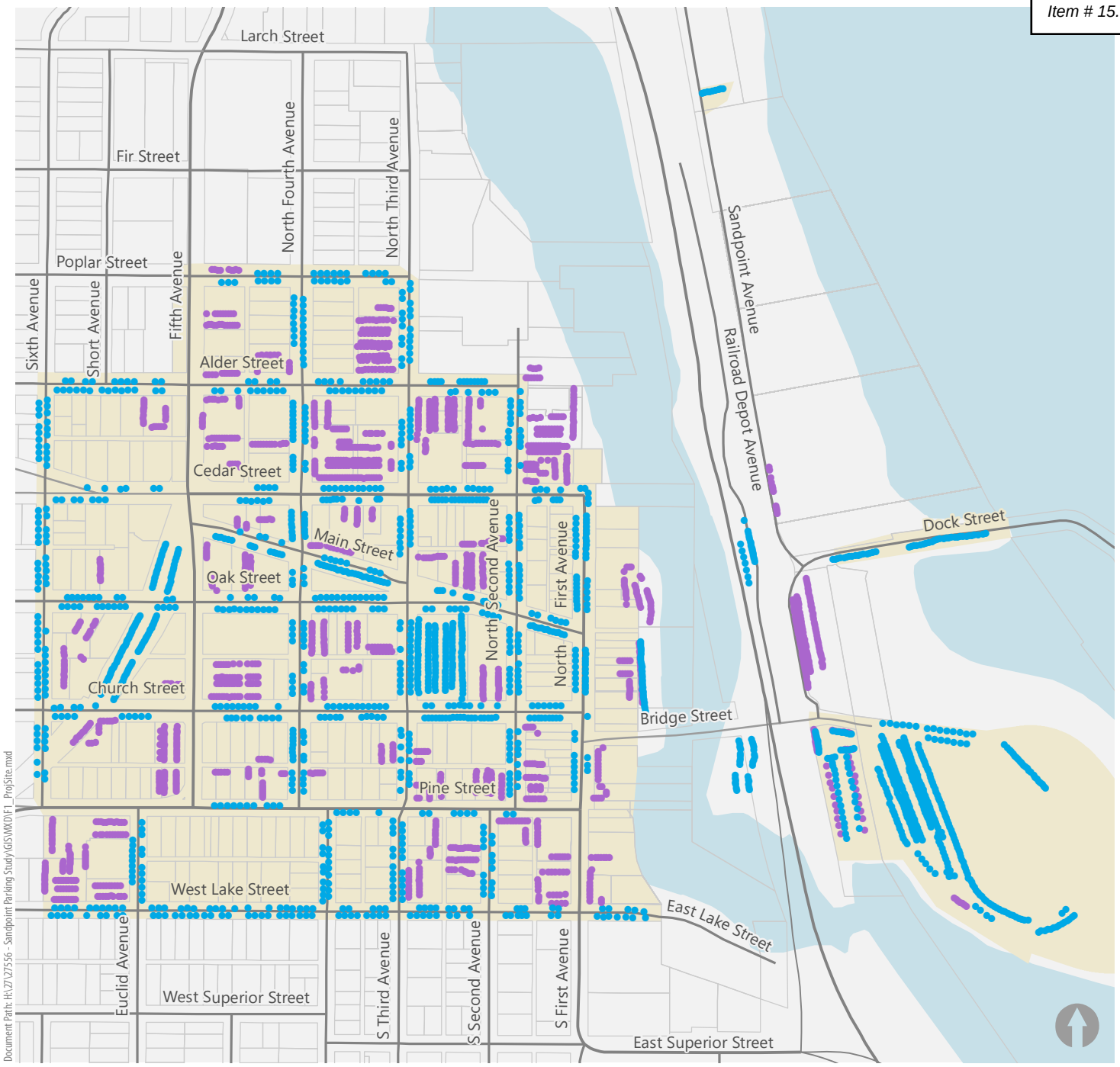
Since this time, the City has continued to experience parking challenges, particularly during the summer peak recreation and tourist season, and is looking for solutions to better utilize existing parking facilities and inform the potential development of a centralized parking garage, especially in light of new development that will displace several key parking areas.

This memorandum summarizes the results of a parking study conducted on behalf of the City to evaluate peak summer on-street and public off-street parking conditions in downtown Sandpoint and the waterfront area. The purpose of the study is to document the parking supply and demand. It also identifies high-level policies and strategies that could be considered to improve parking conditions in the future. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces.

Parking Study

Study Area

The parking study includes an inventory and evaluation of on- and off-street parking conditions in downtown Sandpoint and the waterfront area adjacent to Lake Pend Oreille and Sand Creek. As shown in the map below, the study area is bounded by Poplar Street to the north, West Lake Street to the south, Sixth Avenue to the west, and Lake Pend Oreille to the east. Land uses to the north, west, and south primarily consists of commercial, single family residential, and multifamily residential, while land uses to the east consists of commercial and recreational. Zoning within the study area consists of Commercial A (CA), Commercial C (CC), Residential Multifamily (RM), Residential Single Family (RS), and Mixed Use Residential (MUR), which is generally consistent with the mix of land uses.



- City Owned Parking
- Private Parking

Figure 1

Study Area

Access Opportunities

The study area is located within and adjacent to a downtown urban environment with several multimodal access opportunities, including:

- **Pedestrian** – Pedestrian facilities include sidewalks on both sides of most streets and marked crosswalks at most major intersections, as well other pedestrian amenities typical of a downtown environment.
- **Bicycle** – Bicycle facilities include advisory bike lanes on Oak Street and shared lane pavement markings (or sharrows) on 3rd Street. There is also a shared-use path on the west side of 5th Street (Sandpoint-Dover Community Trail), along Bridge Street connecting downtown with City Beach, and along Sand Creek connecting Sandpoint with Ponderay. However, traffic volumes and travel speeds along many streets are sufficient to allow bicyclists to share the road with motorists.
- **Public Transit** – Selkirk Pend Oreille Transit (SPOT) green and blue line routes currently provide free transit service along Main Street, Church Street, and Third Avenue. Service is provided Monday through Sunday from 4:00 AM to 2:00 AM on 1-hour headways.
- **Motor Vehicle** – On-street parking is allowed on both sides of most streets. There are also several public and private off-street parking facilities that accommodate motor vehicles including limited RV and trucks/boat trailer parking.

Study Methodology

Data Collection

Parking supply and demand data was collected on a typical midweek day and a typical weekend day in July 2022. The data includes the total number of on- and off-street parking stalls and the total number of vehicles parked over the two-day period. The following provides of the data collection effort.

Parking Supply

The parking supply data is based on drone aerial imagery collected in May 2022 and field data collected in July 2022. The data includes the total number of on- and off-street parking stalls by location and type. For this study the stalls are separated into general use and specialty use stalls. The general use stalls consist of no-limit, time-restricted, permit, and other stalls available to most potential users while the specialty use stalls consist of Americans with Disability Act (ADA), loading, electric vehicle, and other stalls for special users. The general use stalls represent most stalls in the study area.

Parking Demand

The parking demand data includes the total number of vehicles parked between 7:00 AM and 8:00 PM in 1-hour intervals on each day of the study. The data includes partial license plate or other unique identifiers for all vehicles parked. The parking demand data is summarized by stall location and type and described in terms of occupancy, duration of stay, and turnover.

Occupancy

Occupancy refers to the total number of occupied stalls and is often shown as a percentage. Where time restricted and other stall types exist, additional information on the occupancy of the stalls is provided. A parking system is generally considered to be full or at its *effective capacity* when occupancy reaches or exceeds 85% in the peak hour. When more than 85% of stalls are occupied, patrons or other users may be discouraged from visiting local land uses or may add to area congestion by circling the area in search of available spaces.

Duration of Stay

Duration of stay refers to the average length of time a vehicle remains in a stall. For this study, duration of stay is sampled in one-hour increments. Duration of stay information can be useful in determining the time stay needs of patrons. Average time stays can be used to calibrate the posted time stays to best accommodate priority users (e.g., retail customers). This information also can be used to identify the total number of vehicles, or percentage of vehicles, that violate the posted time restrictions when enforcement hours are in effect and the rate of vehicle turnover within a parking supply (see below).

Turnover

Turnover reflects the total number of vehicles that can or will use a parking stall over the course of a survey day. Turnover is typically measured over a 10-hour period. Parking managers use turnover as a measuring stick for how efficiently or inefficiently the parking system is operating and serving its intended user groups. For instance, if a stall has a 2-hour time restriction, then its intended minimum rate of turnover is 6.00 vehicles (12-hour day divided by 2-hour stall). As such, if turnover were demonstrated to be at a rate of less than 6.00, the system would be deemed inefficient. A rate in excess of 6.00 would indicate a system that is operating in excess of its designed efficiency.

The turnover data also shows a number of parking use characteristics that provide valuable information about how the parking system is functioning. The tables displayed in the following sections include turnover by stall type, number of unique vehicles, total vehicle hours parked, and stays of 5 hours or more. *Number of Unique Vehicles* is an aggregate measure of how many customers, visitors, and employees are accessing the parking district and can be used as a baseline for commercial growth – more customers and visitors correlate to a more vibrant district. The closer the number of *Unique Vehicles* is to *Total Vehicle Hours Parked*, the more efficient (i.e., higher turnover rate) the parking system is working, which allows more customers to access the district using the same number of stalls. Finally, *Stays of 5 Hours or More* is a useful metric in that it can be used to estimate the number of employees using commercial stalls, which is helpful when designing and implementing a district-specific parking management plan.

Data Analysis

The parking supply data was analyzed and summarized by location and type while the parking demand data was analyzed and summarized in terms of occupancy, duration of stay, and turnover. The parking occupancy data was analyzed on an hourly basis by stall, by block face, and by the overall study area. The duration of stay and turnover data was analyzed by stall and by the overall study area. The following sections summarize the results of the parking study.

PARKING SUPPLY

This section provides detailed information on the on-street and off-street parking supply in downtown Sandpoint and the waterfront area. This information serves as a baseline for evaluating the parking demand data summarized later in this report.

Downtown Sandpoint

On-street Parking Supply

On-street parking is allowed on both sides of most streets in downtown Sandpoint. Table 1 summarizes the on-street parking supply data, including the total number of general use and specialty use stalls, and the percent of the stalls in relation to the overall parking supply. *A detailed summary of the on-street parking supply by street is provided in Attachment A.*

Table 1: On-Street Parking Supply – Downtown Sandpoint

Stall Type	Stalls	% of Total
General Use Stalls		
20 Minutes	8	<1%
2 Hours	255	22%
3 Hours or Permit	328	29%
4 Hours or Permit	182	16%
No Limit	279	24%
General Use Stalls	**1,052**	**92%**
Specialty Use Stalls		
ADA	35	3%
Loading Only	3	<1%
No Parking (per signage)	7	<1%
Specialty Stalls	**45**	**8%**
Total On-Street Stalls	**1,097**	**100%**

As shown in Table 1, there are 1,097 on-street parking stalls in downtown Sandpoint, including 1,052 general use stalls and 45 specialty use stalls. The general use stalls include short- and medium-term time limit or permit stalls that reflect the commercial nature of the downtown area as well as no-limit stalls that reflect nearby residential uses. The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.

The specialty use stalls include Americans with Disabilities Act (ADA) stalls, loading only stalls, and stalls signed as "No Parking." The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds state standards in terms of number of stalls provided.[1] However, evaluating the number of stalls that are in compliance with the ADA Standards for Accessible Design (23 CFR Part 36) was beyond the scope of this project as it requires evaluating ramp slopes, measuring stall dimensions and accessible routes. Based on observations, many marked ADA parking stalls may not meet the minimum design standards.

The loading stalls represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area. Some of the 20-minute parking stalls also function as loading zones but because they are dual purpose were counted as general use stalls. The stalls signed as "No Parking" also represent less than 1% of the on-street parking supply; however, these *stalls* represent locations where on-street parking is prohibited, but vehicles were observed parking during the study. Figure 2 illustrates the distribution of general use stalls throughout the study area and Figure 2A illustrates the specialty use stalls.

[1] Chapter 11 of the State Building Code indicates that where parking is provided, accessible parking spaces shall be provided in compliance with state requirements. While the requirements primarily apply to off-street parking, it provides a reasonable measure for the on-street parking supply as well. Based on the code, 2% of the first 1,000 stalls should be accessible parking, then one for each additional 100 stalls.

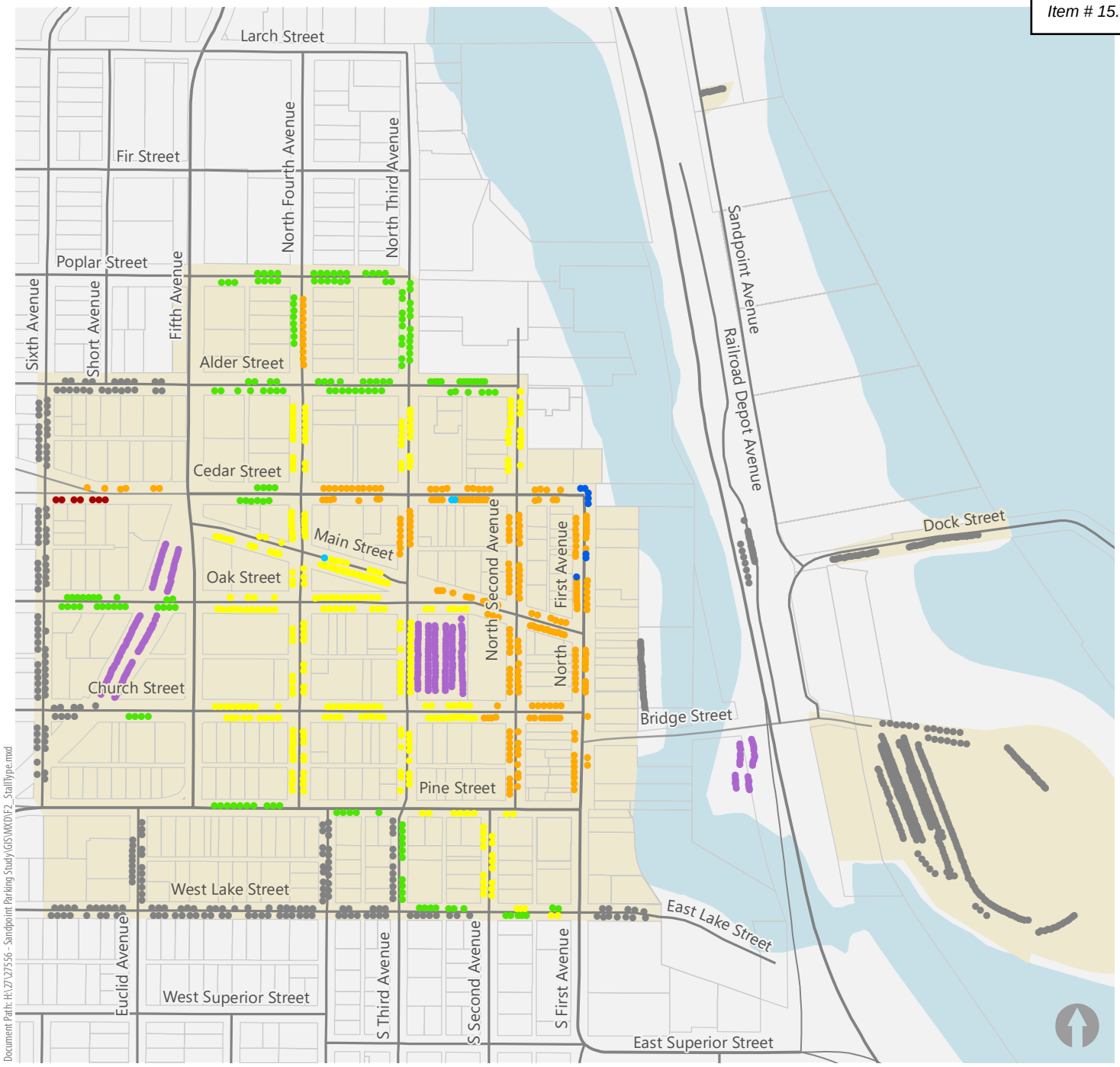

Larch Street
Fir Street
Poplar Street
Alder Street
Cedar Street
Main Street
Oak Street
Church Street
Pine Street
West Lake Street
West Superior Street
East Lake Street
East Superior Street
Bridge Street
Dock Street
Sixth Avenue
Short Avenue
Fifth Avenue
North Fourth Avenue
North Third Avenue
North Second Avenue
North First Avenue
Sandpoint Avenue
Railroad Depot Avenue
Euclid Avenue
S Third Avenue
S Second Avenue
S First Avenue
Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F2_StallType.mxd
No Designation
20-Minute Loading
3 Hour or Permit
24 Hour
Loading Only
2 Hour
4 Hour or Permit
No Parking

Figure 2

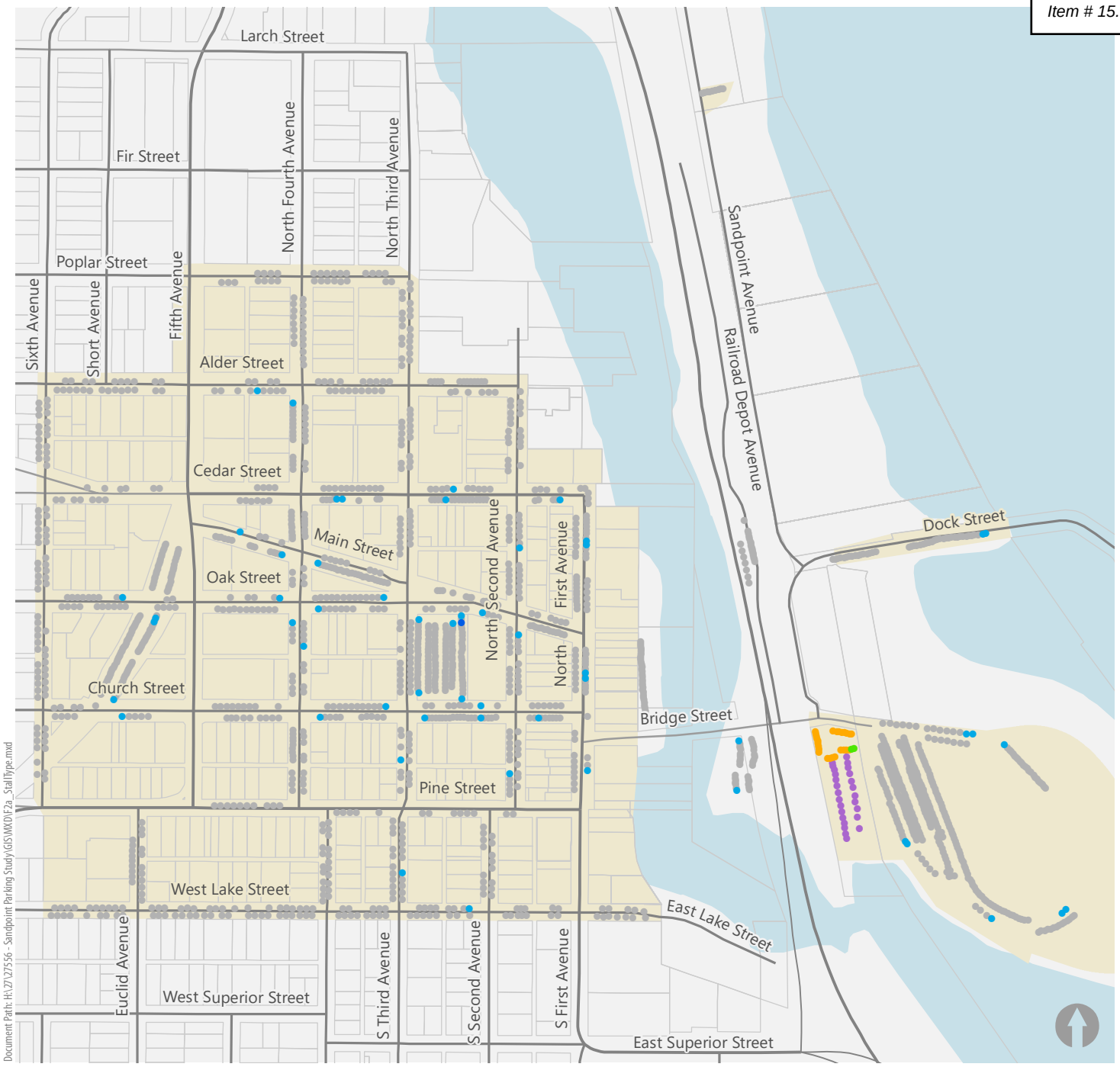

Larch Street
Fir Street
Poplar Street
Alder Street
Cedar Street
Main Street
Oak Street
Church Street
Pine Street
West Lake Street
West Superior Street
East Lake Street
East Superior Street
Bridge Street
Dock Street
Sixth Avenue
Short Avenue
Fifth Avenue
North Fourth Avenue
North Third Avenue
North Second Avenue
First Avenue
North
Sandpoint Avenue
Railroad Depot Avenue
Euclid Avenue
S Third Avenue
S Second Avenue
S First Avenue
Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F2a_StallType.mxd
General Use
ADA Stall
E-Vehicle Charging
Police Only
Permit Only
RV Stall

Figure 2a

Future Parking Supply

The City is planning to redevelop the property (Farmin's Landing) along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. This will result in the loss of 30 no-limit parking stalls on the east side of Gunning Alley. With this change, there will be 1,067 on-street parking stalls in the downtown, including 1,022 general use stalls and 45 specialty use stalls. As indicated in the parking demand section below, this change will have minimal impact to the on-street parking system.

Off-Street Parking Supply

Off-street parking is provided by the City as well as several commercial businesses. Table 2 summarizes the off-street parking supply data for three downtown City lots. There are 240 off-street parking stalls, including 231 general use stalls and 9 specialty use stalls. The off-street stall types reflect the need for long-term parking within close proximity to the downtown. Figure 2 above illustrates the distribution of general use stalls and Figure 2A illustrates the specialty use stalls.

Table 2: Off-Street Parking Supply – Downtown Sandpoint

Stall Type	City Lot	North ITD Lot	South ITD Lot	Total Stalls	% of Total
General Use Stalls					
24 hours	121	34	76	231	96%
Total General Use Stalls	**121**	**34**	**76**	**231**	96%
Specialty Use Stalls					
ADA	5	0	3	8	3%
Police Only	1	0	0	1	<1%
Total Specialty Use Stalls	**6**	**0**	**3**	**9**	4%
Total Off-Street Stalls	**127**	**34**	**79**	**240**	**100%**

Future Parking Supply

At some point in the next five to ten years, the Idaho Transportation Department (ITD) intends to construct the "Couplet" realigning Fifth Avenue. The realignment will result in the loss of 113 off-street stalls in downtown Sandpoint. With this change, there will be 127 off-street stalls in downtown Sandpoint, including 121 general use stalls and 6 specialty use stalls. As indicated below, this change will have a significant impact on the on-street and off-street parking system. As part of the Parking Management Plan, the loss of this parking as well as future growth and development should be considered to inform management strategies and to right size future parking facilities.

Waterfront Area

On-Street Parking Supply

On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround. As shown in Table 3, there are 43 on-street parking stalls, including 41 general use stalls and 2 specialty use stalls. The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area. *A summary of the on-street parking supply is provided in Attachment A.*

Table 3: On-Street Parking Supply – Waterfront Area

Stall Type	Stalls	% of Total
General Use Stalls		
No Limit	41	95%
General Use Stalls	**41**	**95%**
Specialty Use Stalls		
ADA	2	5%
Specialty Stalls	**2**	**5%**
Total On-Street Stalls	**43**	**100%**

Off-Street Parking Supply

Off-street parking in the waterfront area is provided by the City and several commercial businesses. As shown in Table 4, there are five City lots with 406 off-street parking stalls, including 343 general use stalls and 63 specialty use stalls. The general use stalls include 24-hour and no-limit stalls that reflect the recreational nature of the waterfront area.

Table 4: Off-Street Parking Supply – Waterfront Area

Stall Type	City Beach Lot	City Sand Creek Lot	RV Park Car Lot	RV Park Lot	Pend Oreille Bay Trail Lot	Total Stalls	% of Total
General Use Stalls							
24 hours		30				30	7%
No Limit	304				9	313	77%
Total General Use Stalls	**304**	**30**	**0**	**0**	**9**	**343**	84%
Specialty Use Stalls							
ADA	8	2				10	2%
Permit Only[1]			25			25	6%
Electric Vehicle			2			2	<1%
RV Stalls				26		26	6%
Total Specialty Use Stalls	**8**	**2**	**27**	**26**	**0**	**63**	16%
Total Off-Street Stalls	**312**	**32**	**27**	**26**	**9**	**406**	**100%**

1. Stalls are available to a limited number of permit holders and are not included in the general use parking supply.

PARKING DEMAND

This information serves as a baseline for evaluating the system performance during peak demand and identifying potential policies and strategies to be considered in a Parking Management Plan.

Downtown Sandpoint

On-Street Parking Demand

Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. The following summarizes the on-street parking demand data for by occupancy, duration of stay, and turnover.

Occupancy

The data in Chart 1 reflect the general use parking stalls only as the specialty use stalls are not available to all users. On-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM. The overall on-street parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

Chart 1: On-Street Parking Occupancy – Downtown Sandpoint

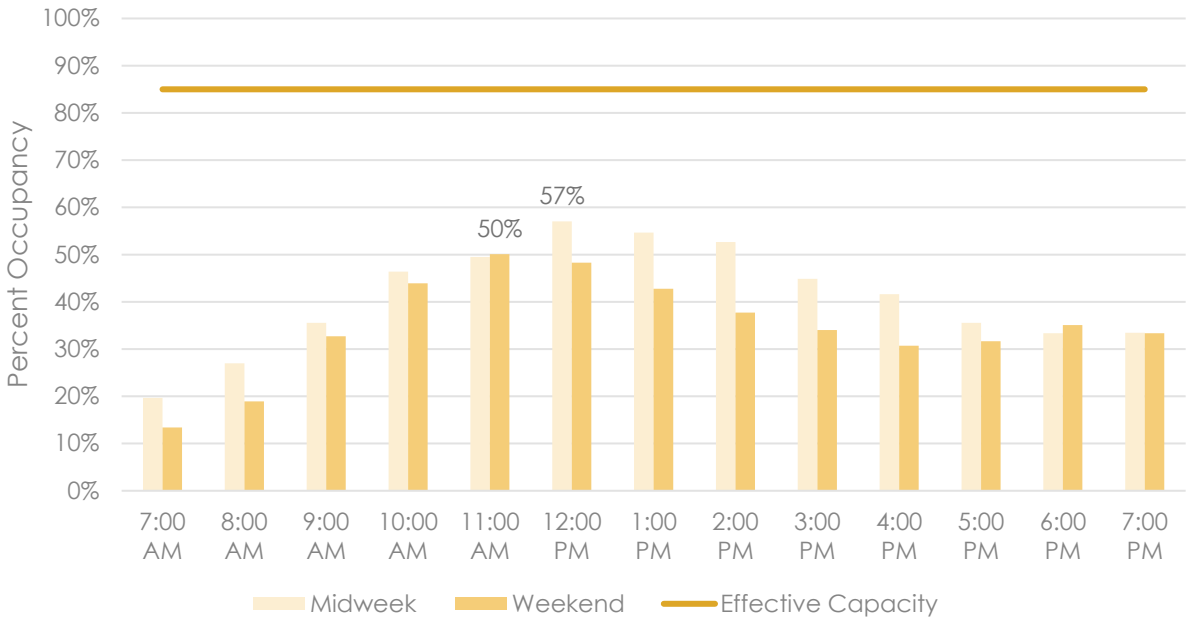


Figure 3 illustrates the midweek peak occupancy data by block face and Figure 4 illustrates the weekend data. As shown, most block faces are below *effective capacity* during the midweek peak (12:00 PM. Those that are at or above *effective capacity* are primarily located within the eastern portion of the study area along First Avenue and within one block of First Avenue.

Similarly, most block faces are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above are more centrally located along Fourth Avenue and within one block of Fourth Avenue.

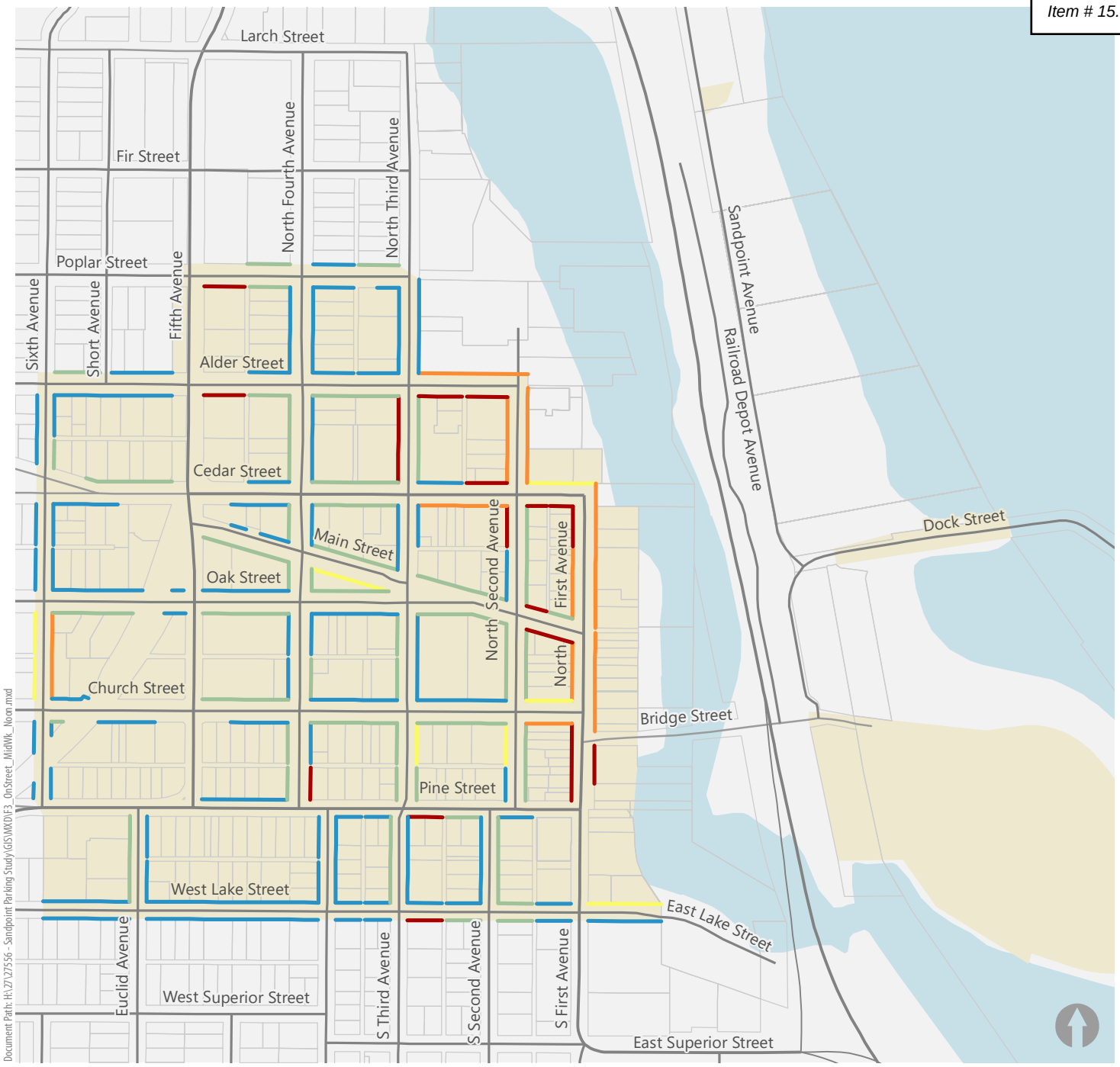


Figure 3

On-Street Peak Occupancy - Midweek (12:00

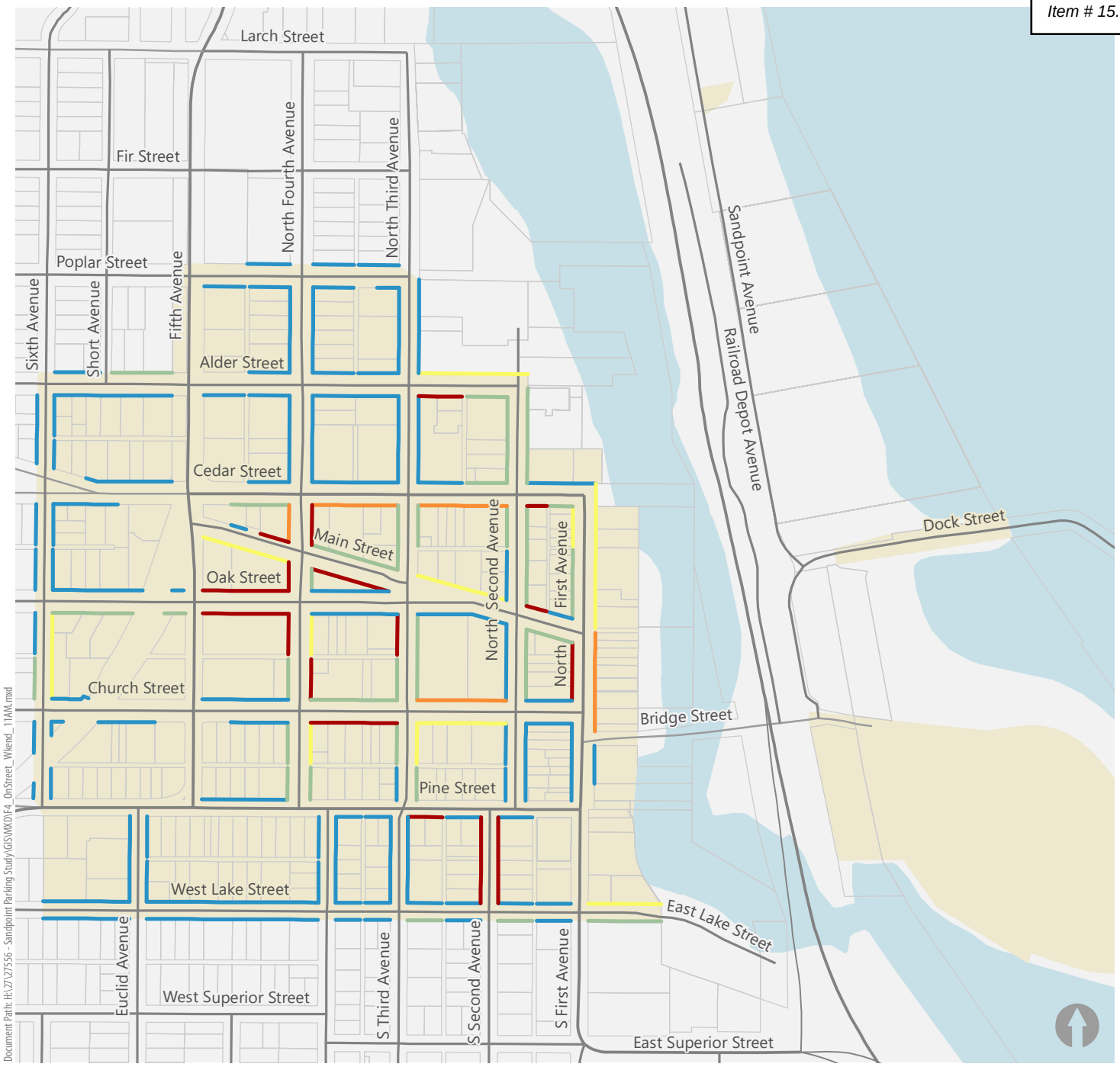


Figure 4

On-Street Peak Occupancy - Weekend (11:00

Table 5 summarizes detailed information on on-street parking occupancy in downtown Sandpoint, including the peak hour and peak occupancy rate by stall type. The peak hours and peak occupancy rates are the same or similar across all stall types on the weekday and weekend day with a few exceptions. There appears to be the greatest demand for 2-hour stalls midweek and the least demand for the 4-hour and no-limit. Also shown in Table 5, the peak occupancy rates are all well below the *effective capacity* of the parking supply and there are many stalls available during the peak hours.

Table 5: On-Street Parking Occupancy – Downtown Sandpoint

Type of Stall	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
General Use[1]	1,052	12:00 PM	57%	452	11:00 AM	50%	525
Usage by Stall Type							
20 Minutes	8	12:00 PM	63%	3	11:00 AM	63%	3
2 Hours	255	12:00 PM	78%	57	12:00 PM	65%	88
3 Hours or Permit	328	12:00 PM	62%	125	11:00 AM	69%	101
4 Hours or Permit	182	2:00 PM	51%	89	11:00 AM	30%	128
No Limit	279	12:00 PM	41%	166	12:00 PM	34%	183

1. Data for the specialty use stalls was also evaluated but not included in Table 5. The data shows that the peak hour for ADA stalls also occurs at 12:00 PM with a peak occupancy rate of approximately 34%, leaving 23 stalls available.

Duration of Stay

Table 6 summarizes the duration of stay data. The average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The average duration of stay in these stalls exceeds the designated time limits during the midweek and on the weekend. The violation rates in these stalls also exceed average rates for downtown environments and suggests that visitors need more time than is allowed or employees of local businesses may be occupying these stalls, and/or enforcement is low, particularly on the weekend.

Table 6: On-Street Parking Duration of Stay – Downtown Sandpoint

Type of Stall	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
General Use	1,052	2.48	17%	2.73	19%
Usage by Stall Type					
20 Minutes[1]	8	1.79	26%	2.00	29%
2 Hours	255	2.05	25%	2.30	30%
3 Hours or Permit	328	2.16	15%	2.14	15%
4 Hours or Permit	182	2.77	17%	2.84	15%
No Limit	279	3.61	N/A	4.37	N/A

1. The parking demand data was collected in 1-hour increments, therefore, the average duration of stay data in the 20-minute stalls could be skewed; however, the violation rate reflects vehicles parked for 2-hours or more.

Turnover

Tables 7A and 7B summarize the parking turnover data. As shown, most stalls operate below their designed capacity for the 12-hour period. The 2-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0. The turnover rate in the 3-hour and 4-hour stalls is also below the designed capacity of 4.0 and 3.0; however, the rates could be skewed by permit holders. The relatively high violation rates in the 20-minute and 2-hour stalls suggests increased enforcement would be an effective tool in bringing the system into better compliance and increase the system's carrying capacity, particularly during enforcement hours.

Table 7A: On-street Parking Turnover (Midweek) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	2.21	2,325	5,590	204
Usage by Stall Type					
20 Minutes	8	2.38	19	34	0
2 Hours	255	3.44	878	1,802	40
3 Hours or Permit	328	2.40	788	1,706	51
4 Hours or Permit	182	1.72	313	866	42
No Limit	279	1.17	327	1,182	71

Table 7B: On-street Parking Turnover (Weekend) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	1.78	1,871	4,762	180
Usage by Stall Type					
20 Minutes	8	2.13	17	34	0
2 Hours	255	2.84	725	1,670	51
3 Hours or Permit	328	2.17	713	1,523	47
4 Hours or Permit	182	1.02	186	529	24
No Limit	279	0.82	230	1,006	58

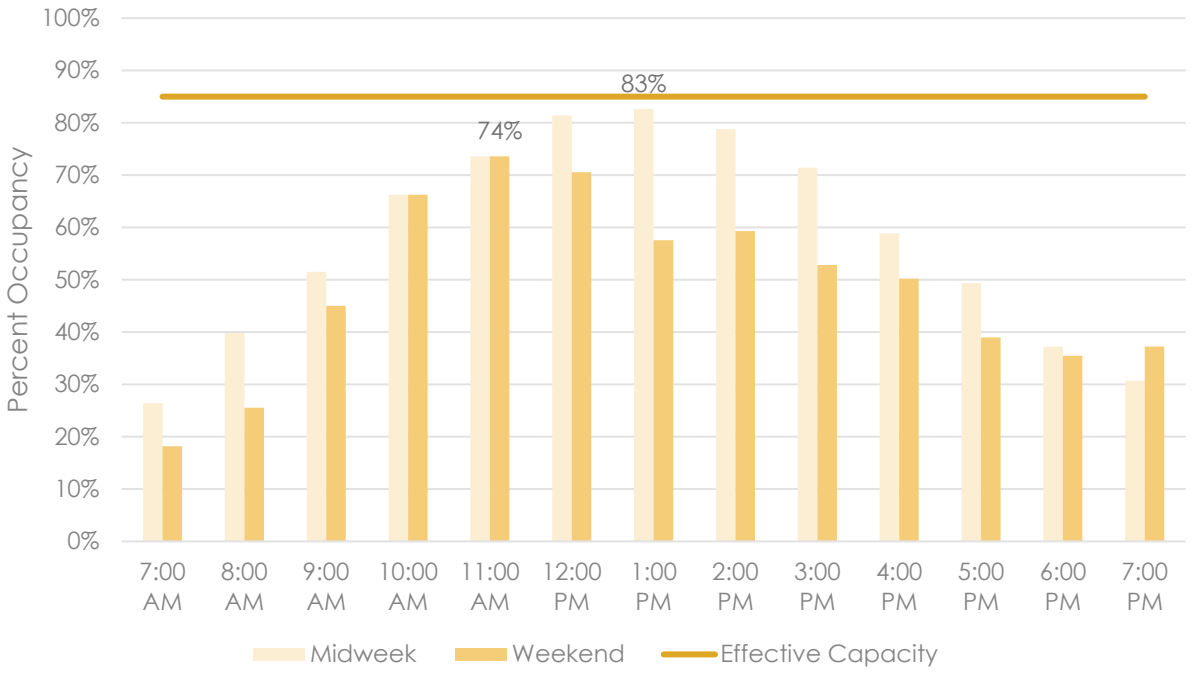
Off-Street Parking Demand

Like on-street demand, off-street parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. The following summarizes the off-street parking demand data for downtown Sandpoint by occupancy, duration of stay, and turnover.

Occupancy

Chart 2 displays the off-street parking occupancy data for each hour of the study. The data in Chart 2 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 2: Off-Street Parking Occupancy – Downtown Sandpoint



The overall parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM. Also shown in Chart 2, overall parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

Figure 5 illustrates the midweek peak hour occupancy data by lot and Figure 6 illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Lot. Similarly, most lots are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above also include the City Lot.

Table 8 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. The peak hours and occupancy rates differ by lot. There appears to the greatest demand in the City Lot during the midweek and on the weekend with peak occupancy rates above the *effective capacity*. Also shown in Table 8, peak occupancy rates are at or below the *effective capacity* in all other lots and in the overall off-street parking supply.

Table 8: Off-Street Parking Occupancy – Downtown Sandpoint

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
North ITD Lot	34	11:00 AM	85%	5	12:00 PM[1]	50%	17
South ITD Lot	76	1:00 PM	59%	31	12:00 PM	53%	36
City Lot	121	1:00 PM	98%	3	11:00 AM	97%	4
Total	231	1:00 PM	83%	40	11:00 AM	74%	61

1. Multiple peak hours with the same occupancy rate and stalls available.

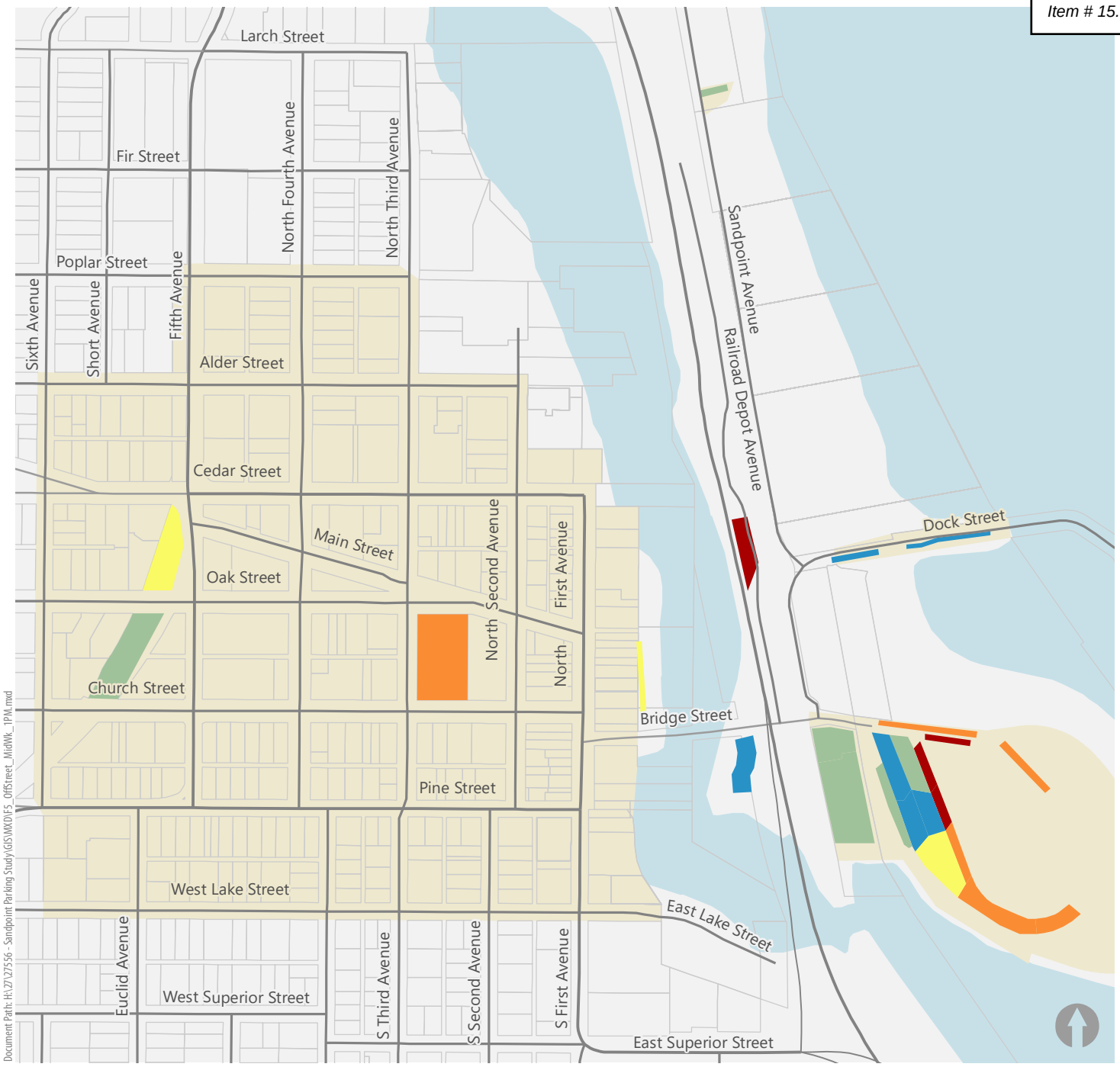


Figure 5

Off-Street Peak Occupancy - Midweek (1:00

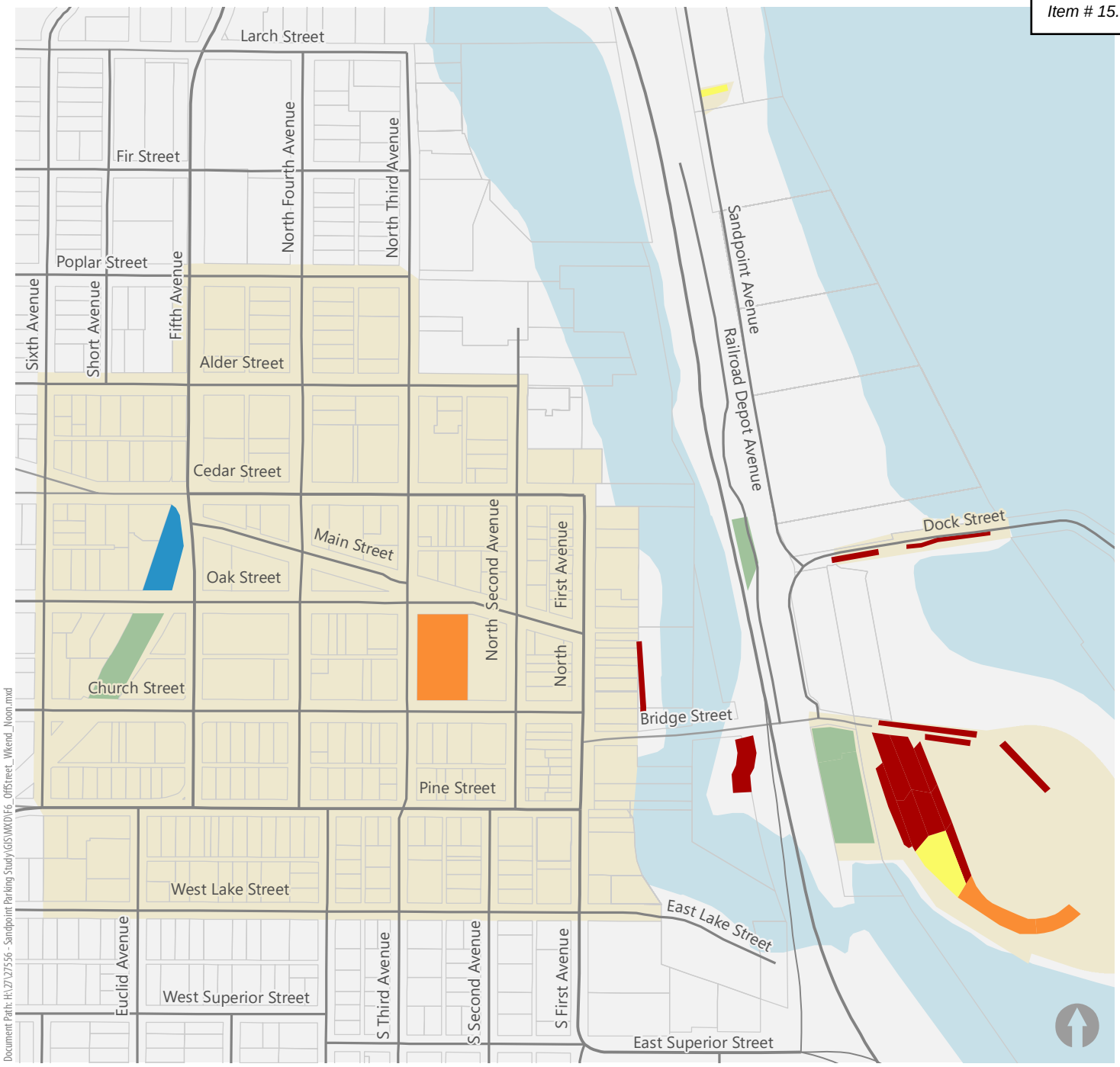


Figure 6

Off-Street Peak Occupancy - Weekend (12:00

Duration of Stay

Table 9 summarizes the off-street duration of stay data for downtown Sandpoint. The average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is well below the designated time limits of the lots/the duration of the study. The lack of violation rates reflects the nature of the parking data, which was collected over a 13-hour period, and therefore did not identify any vehicles parked in excess of 24-hours.

Table 9: Off-Street Parking Duration of Stay – Downtown Sandpoint

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
North ITD Lot	34	3.74	0%	3.56	0%
South ITD Lot	76	4.53	0%	3.88	0%
City Lot	121	4.74	0%	3.24	0%
Total	231	4.41	0%	3.38	0%

Turnover

Tables 10A and 10B summarize the off-street parking turnover for downtown Sandpoint. The lot with the highest turnover is the North ITD lot with a midweek turnover rate of 3.44 and weekend turnover rate of 3.03. Turnover in all other lots is relatively low.

Table 10A: Off-Street Parking Turnover (Midweek) – Downtown Sandpoint

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.44	117	437	29
South ITD Lot	76	0.79	60	272	22
City Lot	121	1.78	215	1,019	85
Total	231	1.70	392	1,728	136

Table 10B: Off-Street Parking Turnover (Weekend) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.03	103	367	22
South ITD Lot	76	0.54	41	159	9
City Lot	121	2.37	287	931	48
Total	231	1.87	431	1,457	79

The off-street parking data indicates that a change to the off-street parking supply, such as the closure of one or more City and ITD lots, would impact the on-street and off-street parking systems, particularly during peak time periods. For example, closure of the North and South ITD lots would displace 74 vehicles

midweek and 57 vehicles on the weekend. The overall on-street system could accommodate the increase while remaining well below *effective capacity*; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City parking lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.

Waterfront Area

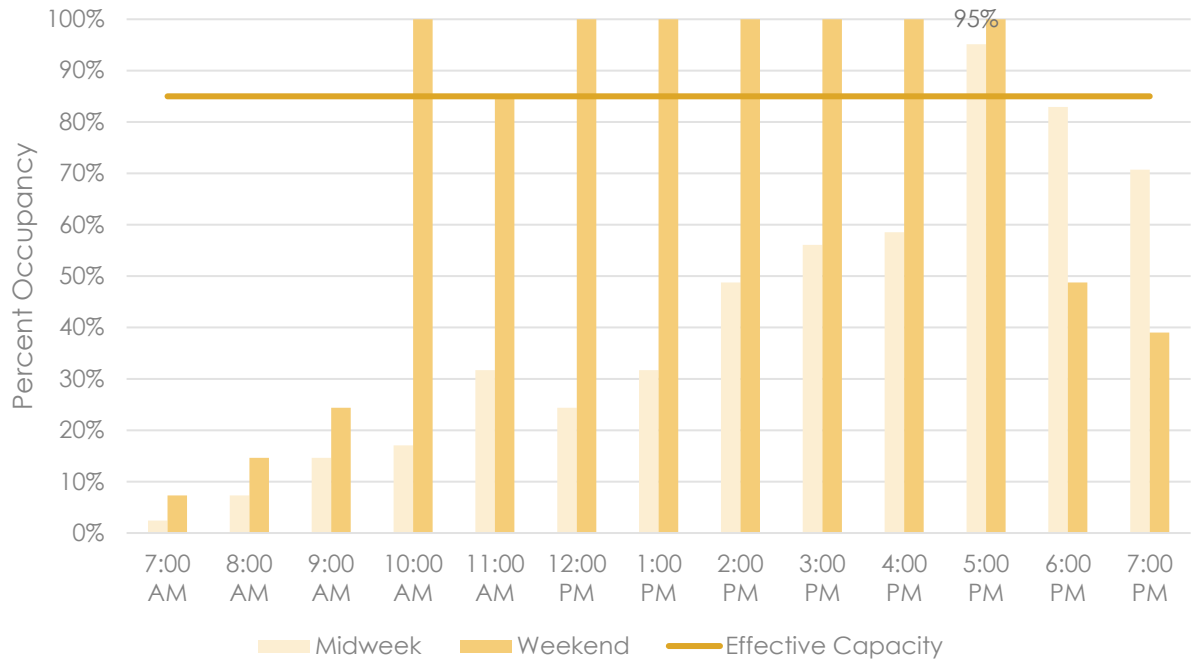
On-Street Parking Demand

Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the on-street parking demand data by occupancy, duration of stay, and turnover. The data reflect on-street parking demand along Dock Street from Sandpoint Avenue to the turnaround.

Occupancy

Chart 3 displays the on-street parking occupancy data for each hour of the study. The data in Chart 3 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 3: On-Street Parking Occupancy – Waterfront Area



The on-street parking occupancy varies significantly based on the day. During the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% until after 5:00 PM.

Table 11 summarizes detailed information on on-street parking occupancy, including the peak hour and peak occupancy rate by street, given that data is only available for one street in the waterfront area. Peak occupancy rates are above the *effective capacity* of the parking supply.

Table 11: On-Street Parking Occupancy – Waterfront Area

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
Dock Street	41	5:00 PM	95%	5	10:00 PM[1]	100%	0
Total	41	5:00 PM	95%	5	10:00 PM[1]	100%	0

1. Multiple peak hours with the same occupancy rate and stalls available.

Duration of Stay

Table 12 summarizes the duration of stay data for Dock Street. As shown, average duration of stay is significantly longer on the weekend then on the weekday. Also, given that all the general use stalls are 24-hour stalls, there are no violations.

Table 12: On-Street Parking Duration of Stay – Waterfront Area

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
Dock Street	41	2.81	0%	4.24	0%

Turnover

Tables 13A and 13B summarize the parking turnover data for Dock Street. As shown, the turnover rate is above the designed capacity of the stalls.

Table 13A: On-street Parking Turnover (Midweek) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	1.93	79	222	6

Table 13B: On-street Parking Turnover (Weekend) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	2.17	89	377	41

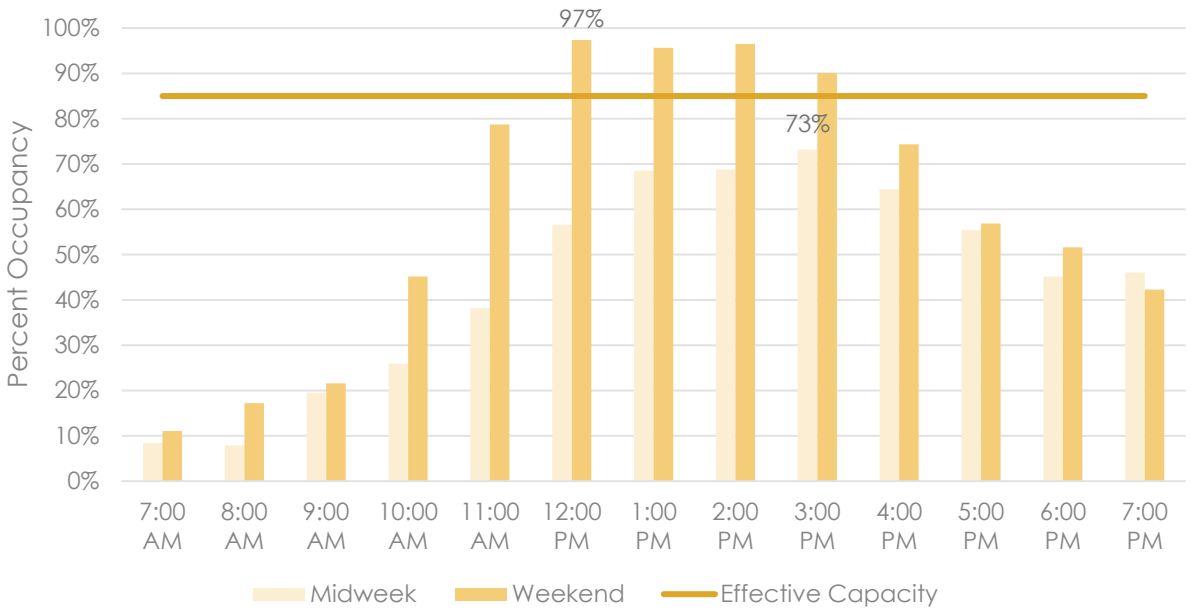
Off-Street Parking Demand

Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the off-street parking demand data for the waterfront area by occupancy, duration of stay, and turnover.

Occupancy

Chart 4 displays the off-street parking occupancy data for each hour of the study. The data in Chart 4 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 4: Off-Street Parking Occupancy – Waterfront Area



As shown in Chart 4, off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM. Also shown in Chart 1, parking occupancy is below the *effective capacity* of the parking supply during all hours of the midweek day and all but four hours of the weekend day.

Figure 5 (above) illustrates the midweek peak hour occupancy data by lot and Figure 6 (above) illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Beach Lot. Similarly, most lots are below *effective capacity* during the weekend peak (12:00 PM). Those that are at or above include the City Beach Lot.

Table 14 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. As shown, the peak hours and occupancy rates differ by lot. There appears to be the greatest demand in the Pend Oreille Bay Trail Lot midweek and in the Sand Creek Lot and the City Beach lot on the weekend with peak occupancy rates above *effective capacity*.

Table 14: Off-Street Parking Occupancy – Waterfront Area

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
City Beach Lot	304	3:00 PM	75%	76	12:00 PM	98%	7
Sand Creek Lot	30	2:00 PM	70%	9	12:00 PM[1]	100%	0
Pend Oreille Bay Trail Lot	9	11:00 AM	89%	1	2:00 PM[1]	89%	1
Total	343	3:00 PM[1]	73%	92	12:00 PM	97%	9

[1]. Multiple peak hours with the same occupancy rate and stalls available.

Duration of Stay

Table 15 summarizes the duration of stay data. As shown, average duration of stay is similar in the City Beach Lot and Sand Creek Lot while duration of stay in the Pend Oreille Bay Trail lot is much lower.

Table 15: Off-Street Parking Duration of Stay – Waterfront Area

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
City Beach Lot	304	2.42	0%	2.69	0%
Sand Creek Lot	30	2.45	0%	2.51	0%
Pend Oreille Bay Trail Lot	9	1.49	0%	1.98	0%
Total	343	2.36	0%	2.58	0%

Turnover

Tables 16A and 16B summarize the off-street parking turnover. As shown, turnover in the City Beach Lot and Sand Creek Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

Table 16A: Off-Street Parking Turnover (Midweek) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.37	720	1,744	37
Sand Creek Lot	30	2.13	64	157	6
Pend Oreille Bay Trail Lot	9	6.88	55	82	1
Total	**343**	**2.45**	**839**	**1,983**	**44**

Table 16B: Off-Street Parking Turnover (Weekend) – Waterfront Area

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.88	874	2,347	95
Sand Creek Lot	30	3.13	94	236	7
Pend Oreille Bay Trail Lot	9	4.89	44	87	3
Total	**343**	**2.95**	**1,012**	**2,670**	**105**

PARKING SUMMARY

Downtown Sandpoint

- **On-Street Parking Supply** – On-street parking is allowed on both sides of most streets in downtown Sandpoint.
  - There are 1,097 on-street parking stalls, including 1,052 general use stalls (stalls available to all users) and 45 specialty use stalls.
  - The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The 20-minute stalls are also signed as loading zones.
  - The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.
  - The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds State standards; however, an assessment of stalls is recommended to determine if they are in compliance with ADA design standards and optimally located.
  - The loading stalls (not including the loading zones also signed for 20-minute parking) represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area.

  The City is planning to redevelop the property known as Farmin's Landing along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. The redevelopment will have a minimal impact to the on-street parking system.
- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the North and South ITD Lots and the City Lot.
  - There are 240 off-street parking stalls in downtown Sandpoint, including 231 general use stalls and 9 specialty use stalls.
  - The off-street stall types reflect the need for long-term parking within close proximity to downtown Sandpoint.

  The Idaho Transportation Department (ITD) is planning to realign Fifth Avenue (Highway 2/200) to accommodate the increased traffic volume which will result in the loss of the North and South ITD lots. This change and the conversion of other public and/or private parking lots that are heavily utilized will have a significant impact on the on-street and off-street parking system.
- **On-Street Parking Demand** – Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. This includes oversized vehicles - RVs and trucks with boat trailers.
  - **Parking Occupancy** – on-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM, which is below the *effective capacity* of the parking supply.
  - **Duration of Stay** – average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The violation rates in these stalls also exceed average rates for downtown environments.
  - **Turnover** – most stalls operate below their designed capacity for the 12-hour study period. The two-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0 (12-hour study / 2-hour time limits = 6 potential turnovers).
- **Parking Demand** – Like on-street demand, off-street parking demand is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities.

- **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM, which is below the *effective capacity* of the parking supply.
- **Duration of Stay** – average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is below the designated time limits of the lots/the duration of the study. No violations were identified in the time stays.
- **Turnover** – Turnover in the off-street parking stalls is relatively low, which is by design; however, the lot with the highest turnover is the North ITD lot.

Redevelopment of the North and South ITD lots would displace 74 vehicles midweek and 57 vehicles on the weekend including some oversize vehicles. The overall on-street system could accommodate the increase (with the exception of oversize vehicles) while remaining well below effective capacity; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.

Waterfront Area

- **On-Street Parking Supply** – On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround.
  - There are 43 on-street parking stalls, including 41 general use stalls (stalls available to all users) and 2 specialty use stalls.
  - The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area.
- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the City Beach Lot, Sand Creek Lot, RV passenger Lot, RV Park Lot, and Pend Oreille Bay Trail Lot.
  - There are 406 off-street parking stalls in the waterfront area, including 343 general use stalls and 63 specialty use stalls.
  - The off-street stall types reflect the recreational nature of the waterfront area and include limited parking for RV and truck/trailer parking.
- **On-Street Parking Demand** – Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – during the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% through 5:00 PM.
  - **Duration of Stay** – average duration of stay is significantly longer on the weekend then on the weekday and given that all the stalls are 24-hour stall, there are no violations.
  - **Turnover** – The stalls operate above their designed capacity for the 12-hour study period.
- **Off-Street Parking Demand** – Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM, which is above the *effective capacity* of the parking supply.
    - The Trail Lot exceeds effective capacity on the weekday and the City Beach Lot, Diamond Lot, and Trail Lot exceed effective capacity on the weekday
  - **Duration of Stay** – average duration of stay is similar in the City Beach Lot and Diamond Lot while duration of stay in the Trail lot is much lower.

- **Turnover** – Turnover in the City Beach Lot and Diamond Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

PRELIMINARY POLICIES AND STRATEGIES

To support a vibrant downtown core, a pro-active approach is recommended for management of parking and street assets to address local needs as well as the seasonal fluctuation in tourism/visitation. Per the Sandpoint Comprehensive Plan (2009, updated in 2019), the planning vision for parking is stated as

"Improved parking conditions are recognized as key to the community's success. The town is committed to applying creative, cost-effective methods to address public parking needs while preserving our traditional urban environment.

Preliminary policies and strategies the City could implement within downtown Sandpoint are summarized below. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces as it balances the needs of local residents, businesses and visitors, particularly in the summer months, and future growth.

- Increase driver awareness of parking options
  - Develop neighborhood parking maps in coordination with local businesses
  - Provide wayfinding and signage that guides motorists to off-street parking lots, especially for RVs and trucks with trailers
  - Provide consistent branding at off-street parking lots, such as a common "P"
- Increase travel options
  - Improve safety for people walking, biking, and taking transit by implementing the multimodal transportation plan concepts and making improvements to the Pedestrian Priority Network
  - Work with SPOT to improve the frequency of service along the downtown corridor and/or consider implementing a local circulator
  - Increase transit-supportive programs, such as community/visitor awareness campaigns and special event mitigation
  - Consider micro-mobility options (e.g., e-scooters, e-bikes)
- Manage existing parking supply
  - Review existing zoning policies and standards to ensure the downtown and waterfront develops and parking is managed in support of a long-term vision
  - Allow adjacent or nearby land uses to share a common parking supply where peak demands occur at different times
  - Adjust time limits to reflect on- and off-street parking demand and the needs of adjacent land uses
  - Establish policies for reviewing and approving truck loading zones and ADA stalls for adjacent land uses
  - Consider employee parking permit/incentives programs
- Enhance enforcement policies/practices
  - Consider investment in parking management technology and tools to simplify enforcement.
  - Focus enforcement efforts during peak hours.
- Manage permit program

- Limit the total number of permits issued per residential units.
- Constrain the number of permits available to residents with access to off-street parking.

- Implement and manage paid parking program
  - First-hour free programs
  - Demand based or progressive pricing programs
  - Validations programs

- Create new parking supply
  - Convert areas signed as "No Parking" areas to parking stalls given that they currently being used as on-street parking
  - Reconfigure existing off-street parking facilities to provide incremental improvements to parking capacity such as the City Beach concept that increases parking separates boat parking from the general stalls
  - Establish remote parking areas that are well served by transit and can serve as a hub for accessing downtown. This should be accomplished through formal agreements
  - Require special event organizers to encourage and promote use of remote parking areas and coordinate with the SPOT transit service or others to provide shuttle access to larger events
  - Establish public-private partnerships to open access to existing private parking facilities or construct a new parking facility on the City Lot that serves both public and private users

CONCLUSION

Development of a Parking Management Plan specific to Sandpoint is the recommended next step. The Parking Management Plan will provide parking management strategies to maximize the use of the existing supply. Because of the cost to construct, operate and maintain parking facilities, most cities exhaust parking management strategies first and monitor their effectiveness before increasing the parking supply. Even with robust parking management strategies, new surface parking and/or a parking garage may be merited in the next five or so years for the following reasons:

- The incremental conversion of downtown public parking lots to other uses (such as the ITD lots) and the redevelopment of private parking lots that are heavily utilized will have a significant impact on parking system during peak hours. Shifting parking to on-street stalls will strain the system and the City Lot already has peak occupancy rates above the *effective capacity*. This is largely related to employee parking leaving few spaces for local residents and visitors.
- Both on-street and off-street parking peak occupancy rates are above the *effective capacity* in the Waterfront area.
- Future development, increased tourism, and population growth has not been factored into the parking demand and could further stress the overall system.

As the need for additional parking is explored, key considerations should include an assessment of the following: site selection to ensure the facility will be well-utilized; the types of parking needed (passenger vehicles versus oversize recreational vehicles); right sizing the parking to balance peak demand with off-season demand and to future proof the facility; the costs to acquire land, construct, operate, and maintain the facility; impacts of the facility to the existing traffic flows and the need for off-site improvements; and the parking fee structure given the different types of users and seasonal nature of the demand.

Appendix A
Detailed Parking Supply Data

DETAILED PARKING SUPPLY DATA

The following tables provide a summary of the parking supply by street. Of note:

- 20-minute parking stalls also serve as loading zones but are counted as part of the general use stalls and not included in the loading zone count.
- ADA stalls counts are based on markings and do not include an evaluation of their compliance with ADA design standards

Table A1: On-Street Parking Supply

Location	General Use Stalls					Specialty Stalls			Total
	20-Min	2-Hour	3-Hour or Permit	4-Hour or Permit	No-Limit	ADA	Loading	Other	
First Ave	8	61				5			74
Second Ave		61	36			3			100
Third Ave		14	52	30	11	2			109
Fourth Ave		11	80	8	21	3			123
6th Ave					73				73
Alder St				48	24	1			73
Cedar St		54		10		5	2	7	78
Church St		19	58	4	9	7			97
Dock St Parking					41	2			43
Euclid Ave					20				20
Farmin's Landing					30				30
Lake St			5	14	91	1			111
Main St			47			3	1		51
Oak St		35	42	24		5			106
Pine St			8	15					23
Poplar St				29					29
Total Stalls	**8**	**255**	**328**	**182**	**320**	**37**	**3**	**7**	1140
	Total General Use Stalls - 1,093					**Total Specialty Stalls - 47**			

Table A2: Off-Street Parking Supply

Location	General Use Stalls			Specialty Stalls				Total
	24-hour	No-Limit	Permit Only	ADA	EV Charging	Police Only	RV	
City Beach Park Lot		290		8				298
City Lot	121			5		1		127
Diamond Parking	30			2				32
Employee Parking			25		2			27
North ITD Lot	34							34
RV Park							26	26
South ITD Lot	76			3				79
Trail Parking Lot		9						9
Total Stalls	**261**	**313**	**25**	**18**	**2**	**1**	**26**	**632**
Total Stalls	**Total General Use Stalls - 599**			**Total Specialty Stalls - 47**				**632**

APPENDIX B:

Parking Pass Fee Schedule

Parking Passes and Boat Launch Fees

Pass Type	Cost	Eligibility	Benefits
City Taxpayer Pass	**$15**	City of Sandpoint residents	3 hours free parking at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 6 hours free parking at City Beach lot
Bonner County resident pass	**$30**	Bonner County residents residing outside City limits	2 hours free parking per visit at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 3 hours free parking at City Beach lot
Downtown Business (monthly)	**$40**	Commercial A district businesses	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Downtown Resident (monthly)	**$80**	Residents living in the Commercial A district	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Marina Slip Occupant Pass (annual)	**$150**	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
Boat Launch fee (Idaho State resident*)	**$10/launch**	Idaho state residents	City Beach and Memorial Field boat launches
Boat Launch fee (Out-of-state resident and commercial users)**	**$15/launch**	Out-of-state residents and commercial users	City Beach and Memorial Field boat launches
Boat launch season pass (Idaho State resident)	**$50**	Idaho state residents	City Beach and Memorial Field boat launches
Boat launch season pass (Out-of-state resident)	**$100**	Out-of-state residents	City Beach and Memorial Field boat launches

***Vehicles with boat trailers will be subject to passholder time limits and charged at twice the standard hourly rate for passenger vehicles.**

****Commercial operations using City Boat launches must pay on a per-launch basis (no season pass option)**

APPENDIX C:

Revenue Estimates

City of Sandpoint Downtown Parking Management Plan

Paid Parking Policy Revenue Estimates

Paid Hourly Parking Revenue Estimate – Summary of Assumptions

Overview

This model estimates the potential annual revenue from paid hourly parking in the City of Sandpoint, using conservative assumptions reflecting expected behavior changes following the implementation of metered parking and increased enforcement. The total projected revenue from paid hourly parking is **$556,748.68**.

Planning-Level Revenue Estimate: Important Context

This document presents a planning-level estimate of gross annual revenue generated from Sandpoint's proposed paid parking program, including both hourly parking fees and the sale of parking passes. The figures herein are not guaranteed revenue outcomes but rather projections based on a combination of historical data, conservative behavioral assumptions, and intended enforcement practices. These estimates are intended to inform policy development, implementation planning, and long-term financial modeling. Actual revenues may vary depending on user behavior, compliance rates, enforcement capacity, seasonal factors, and technology deployment.

Parking Supply

- Off-Street Parking Spaces (Total): 505
    - 300 spaces in Waterfront lots
    - 205 spaces in Downtown lots
- Metered Curbside Stalls: 200 (located in highest-demand downtown blocks)

Rates & Enforcement

Item	Value
Curbside Hourly Rate	$1.00

Off-Street Hourly Rate	$2.00
Enforcement Hours/Day	8 hours (9:00 AM – 5:00 PM)
Enforcement Days/Year	365 days (7 days/week)

User Compliance & Passholder Adjustments

Category	Adjustment Applied
Curbside Compliance Rate	75%
Off-Street Compliance Rate	100% (via LPR tech)
Passholder Share (Off-Street Users)	40%
Hourly-Paying Share (Off-Street)	60%

Seasonal Definitions

- **Peak Season**: June 1 – September 1 (92 days)
- **Off-Peak Season**: September 2 – May 31 (273 days)

Occupancy Assumptions

Area	Peak Season	Off-Peak Season	Year-Round (if applicable)
Waterfront Off-Street	85%	10%	—
Downtown Off-Street	—	—	80%
Metered Curbside	—	—	85%

Average Vehicle Stay Durations (Conservative Estimates)

These assume reduced duration of stay due to pricing and increased enforcement:

Area	Avg. Stay Duration	Turnover (Vehicles/Stall/Day)
Metered Curbside	1.75 hours	4.57

Waterfront Off-Street	2.25 hours	3.56
Downtown Off-Street	2.75 hours	2.91

Annual Revenue Estimates (By Type)

Parking Type	Annual Revenue
Metered Curbside Parking	$212,742.86
Waterfront Off-Street (Peak Season)	$100,096.00
Waterfront Off-Street (Off-Peak Season)	$34,944.00
Downtown Off-Street (Year-Round)	$208,965.82
Total Projected Annual Hourly Parking Revenue	**$556,748.68**

Parking Pass Revenue Estimate – Summary of Assumptions

Overview

This model estimates annual revenue generated from the sale of various types of parking passes offered by the City of Sandpoint. Based on current pricing and estimated sales volumes, the total projected **annual revenue from parking passes is $193,800**.

Parking Pass Types, Fees & Eligibility

Pass Type	Fee	Eligibility	Parking Privileges
City Taxpayer Pass	$15/year	Residents of the City of Sandpoint	3 hours free at all lots (6 hours at City Beach)
Bonner County Pass	$30/year	Bonner County residents (non-City)	2 hours free at all lots (3 hours at City Beach)
Downtown Business Pass	$40/month	Businesses in Commercial A zoning district	Unlimited parking in lots and extended stays in 3/4-hour curbside zones

Downtown Resident Pass	$80/month	Residents in Commercial A zoning district	Same privileges as Downtown Business Pass
(Boat launch and marina passes excluded from this estimate)			

Estimated Pass Sales

Pass Type	Units Sold	Frequency
City Taxpayer Pass	1,000	Annually
Bonner County Pass	1,000	Annually
Downtown Business Pass	Average of 150/month	Monthly
Downtown Resident Pass	Average of 80/month	Monthly

Annual Revenue Estimates (By Pass Type)

Pass Type	Estimated Annual Revenue
City Taxpayer Pass	$15,000
Bonner County Pass	$30,000
Downtown Business Pass	$72,000
Downtown Resident Pass	$76,800
Total Annual Parking Pass Revenue	**$193,800**

Total Projected Revenue – Paid Parking Program

Overview

This section summarizes the combined annual revenue projections from Sandpoint's paid parking program, incorporating both **hourly parking fees** and **parking pass sales**. These projections are based on conservative assumptions about occupancy, compliance, and vehicle stay duration, and reflect the most recent fee structure and usage estimates.

Combined Revenue Summary

Revenue Source	Estimated Annual Revenue
Paid Hourly Parking	$556,748.68
Parking Pass Sales	$193,800.00
Total Projected Annual Parking Revenue	**$750,548.68**

Notes

- **Hourly revenue** is based on metered curbside and off-street parking with assumed reductions in stay duration post-pricing implementation, and adjustments for compliance and passholder use.
- **Pass revenue** reflects current fees and projected annual/monthly sales by category, excluding boat launch and marina-related passes.

Risks, Assumptions, and Sensitivity Analysis

This revenue model relies on a number of assumptions that, while grounded in local data and conservative behavioral estimates, may not fully predict the real-world complexity of implementing a paid parking program. The projections assume consistently high occupancy levels in metered areas—85% for curbside and 80% for downtown off-street lots—along with relatively short vehicle stays that increase turnover and maximize space utility. Enforcement is assumed to occur daily, year-round, from 9 AM to 5 PM, with curbside compliance at 75% and full compliance in off-street lots due to planned license plate reader (LPR) enforcement. The model also assumes that 40% of off-street users will be passholders who do not pay hourly fees, and that approximately 1,000 City and 1,000 Bonner County residents will purchase annual passes, with steady monthly sales of downtown business and residential passes.

However, there are several areas where these projections could overestimate actual revenues.

- Parking demand may not hold steady after pricing is introduced; some users may avoid metered areas entirely, shift to free parking on surrounding streets, or reduce their visits to downtown.
- Pass sales may fall short of targets, especially in the first year, due to public resistance or confusion about the new system.

- Delays in rolling out the technology or hiring enforcement staff could lower compliance and reduce early revenue.
- Behavioral change is difficult to predict, and some assumptions—such as how long people will park or how strictly they will follow the rules—may prove optimistic.

To address this uncertainty, we modeled a range of sensitivity scenarios.

- If actual occupancy levels reach only 75% of projected rates, gross revenue could fall to around **$610,000**.
- At 60% occupancy, the total could dip below **$510,000**.
- A higher-than-anticipated share of passholder usage—say, 50% instead of 40%—could lower revenues to approximately **$530,000**.
- Similarly, if curbside compliance drops from 75% to 60%, the projected total falls to about **$515,000**.

These scenarios illustrate the inherent uncertainty of forecasting user behavior and revenue outcomes in the first year of a new policy.

Net Revenue Outlook

To provide a realistic fiscal outlook, this section applies a general operating cost estimate to account for:

- Equipment and software acquisition and maintenance
- Meter and license plate reader (LPR) system installation
- Staffing and enforcement labor
- Collections, appeals, and customer service

Category	Amount
Gross Revenue	$750,549
Operating Costs	~$150,110
Net Revenue	**$600,439**

This net estimate is planning-level and should be refined as cost quotes, staffing plans, and enforcement mechanisms are finalized.

APPENDIX D:

Parking Satisfaction Survey Responses and Analysis



Introduction to Survey

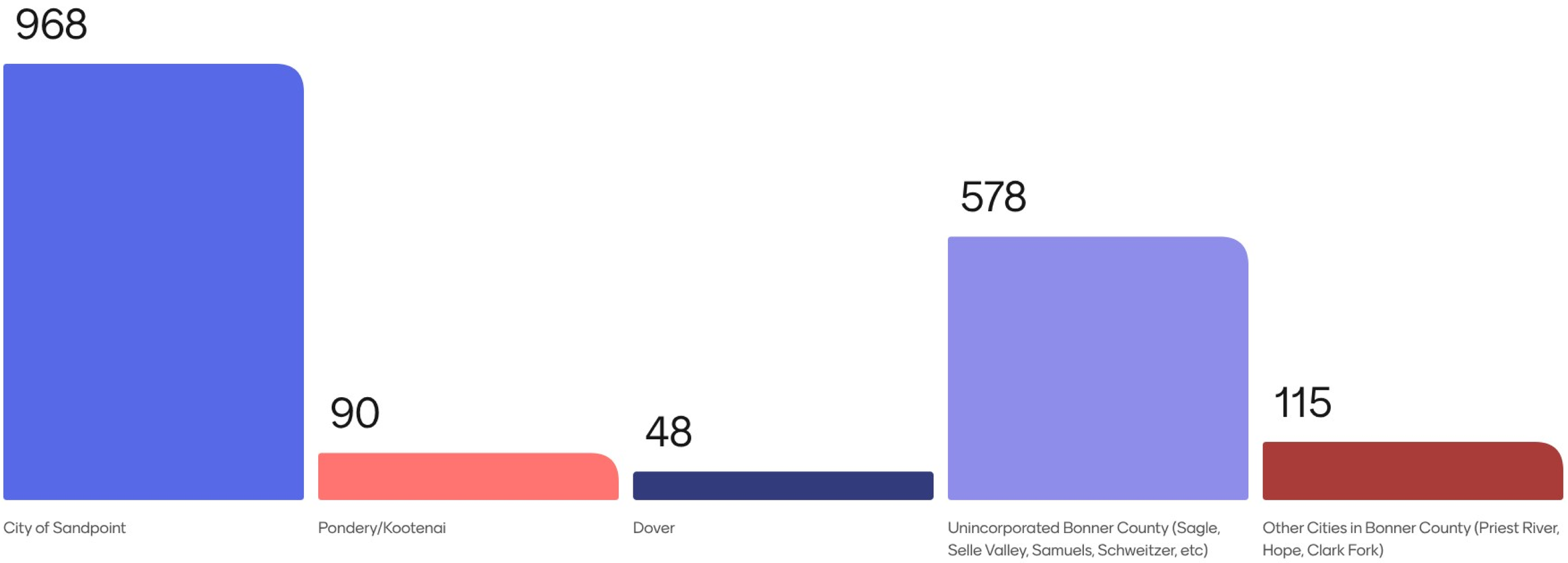
The City of Sandpoint is developing a parking management plan to improve access and availability at the City's downtown and City Beach public parking facilities. Your responses to this survey will help inform the policy to assure it best serves the needs of City residents and others who depend on reliable access to well-maintained public parking facilities for their work and leisure.

Mentimeter

59

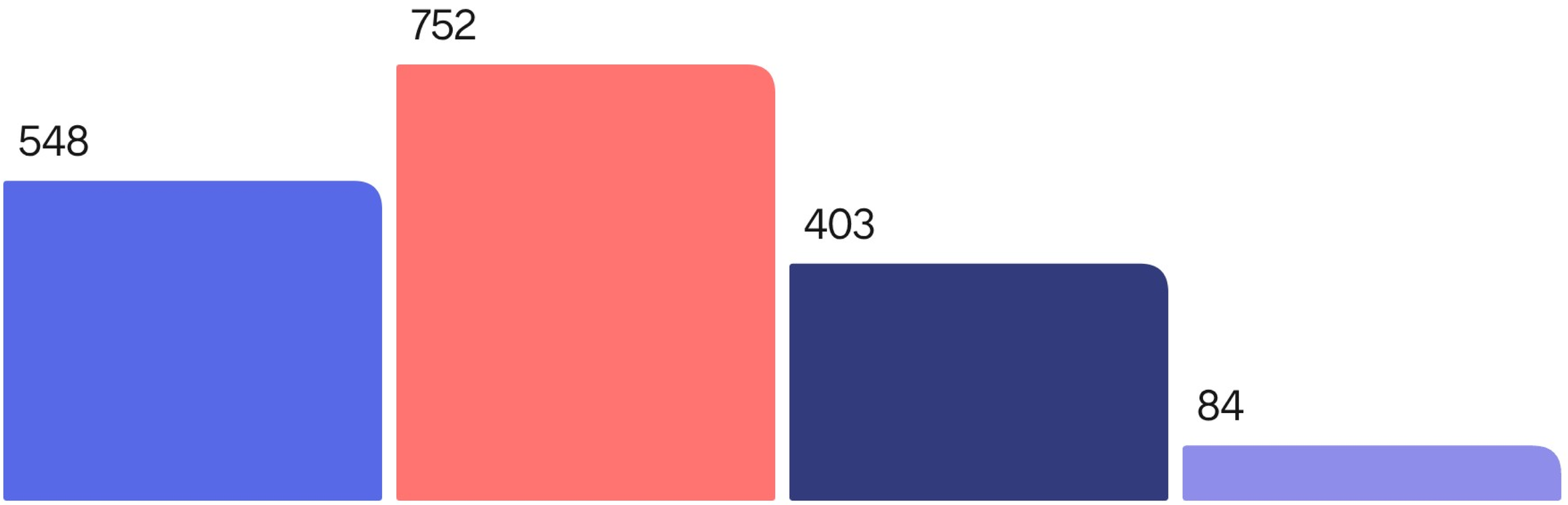
Mentimeter

Where do you live?

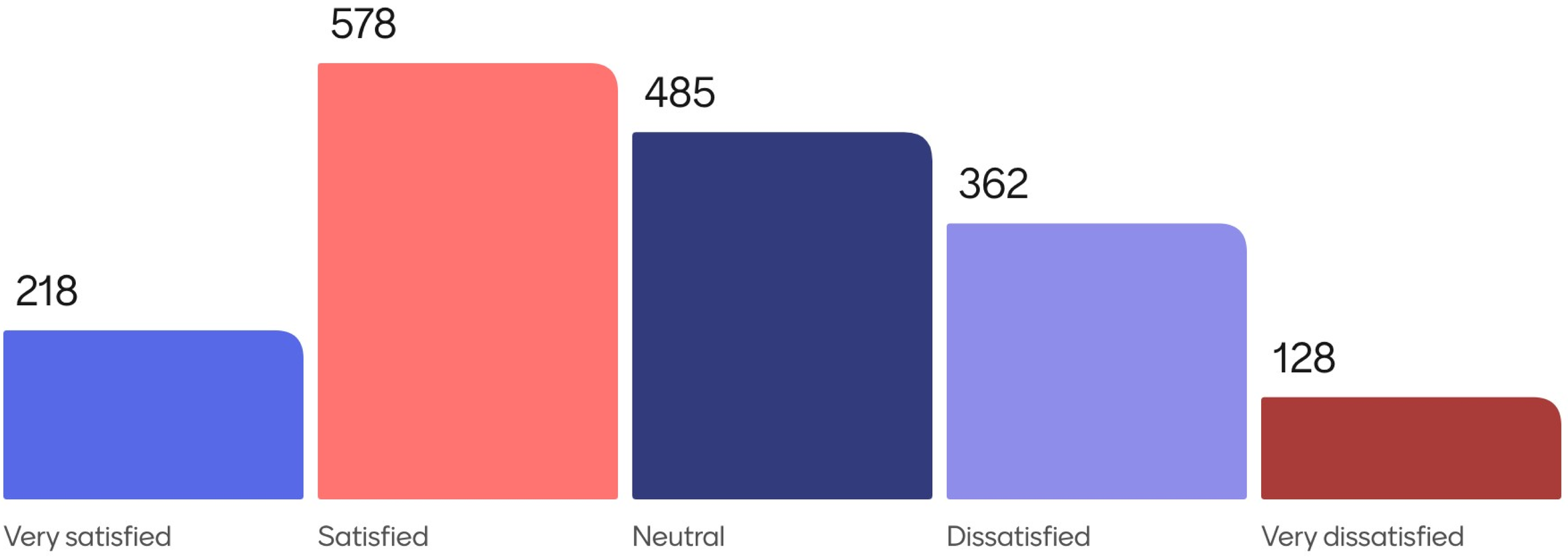


15
2K

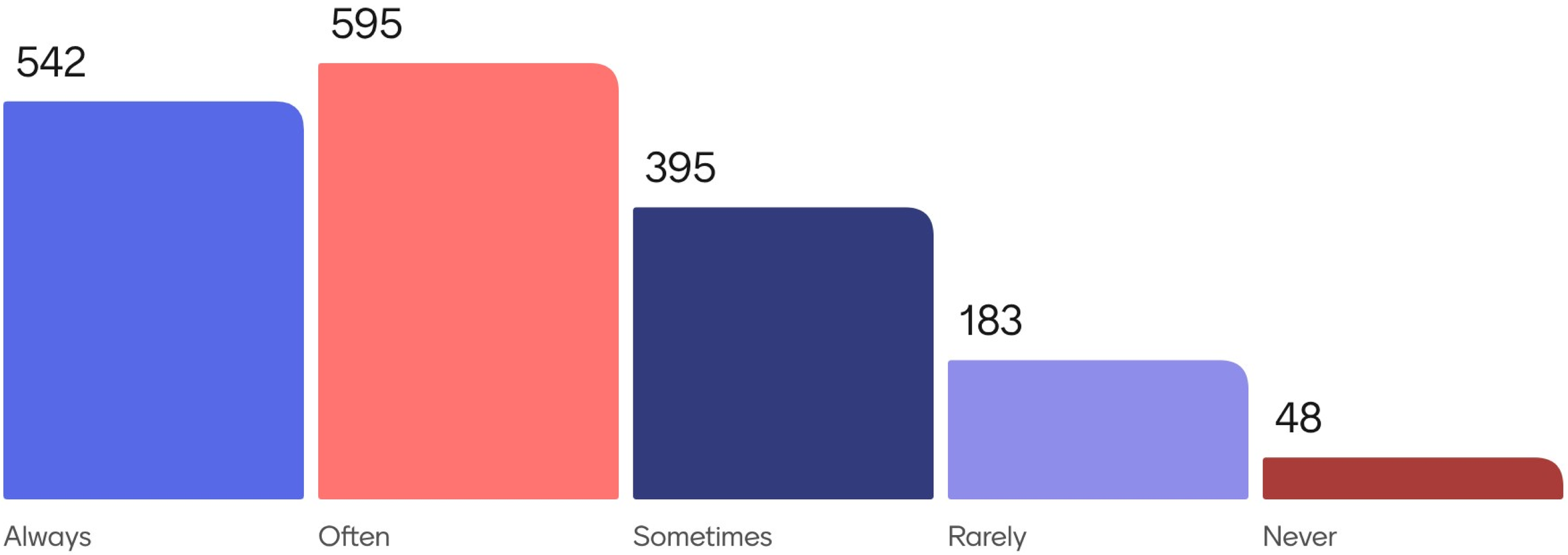
How often do you drive into and require parking in downtown Sandpoint?



How satisfied are you with the availability of public parking (street and off-street) in downtown Sandpoint?

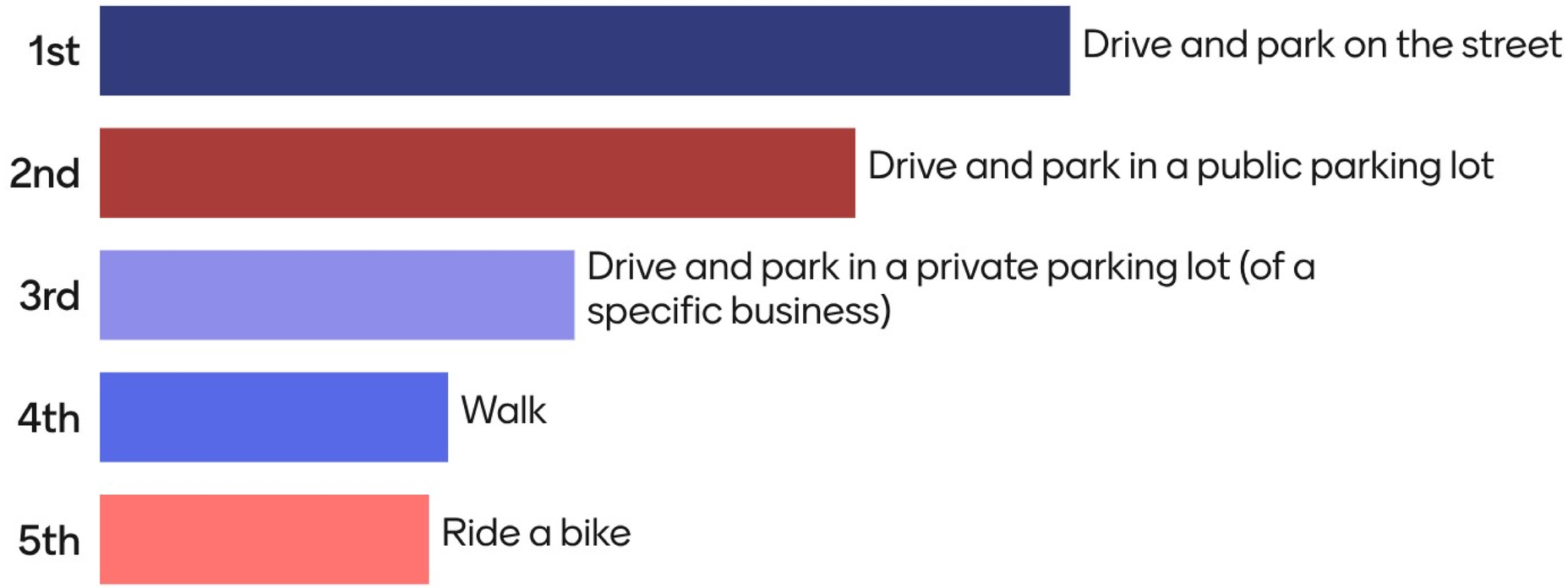


How often do you face challenges finding parking downtown and at City Beach on summer weekends or other peak times?



Mentimeter

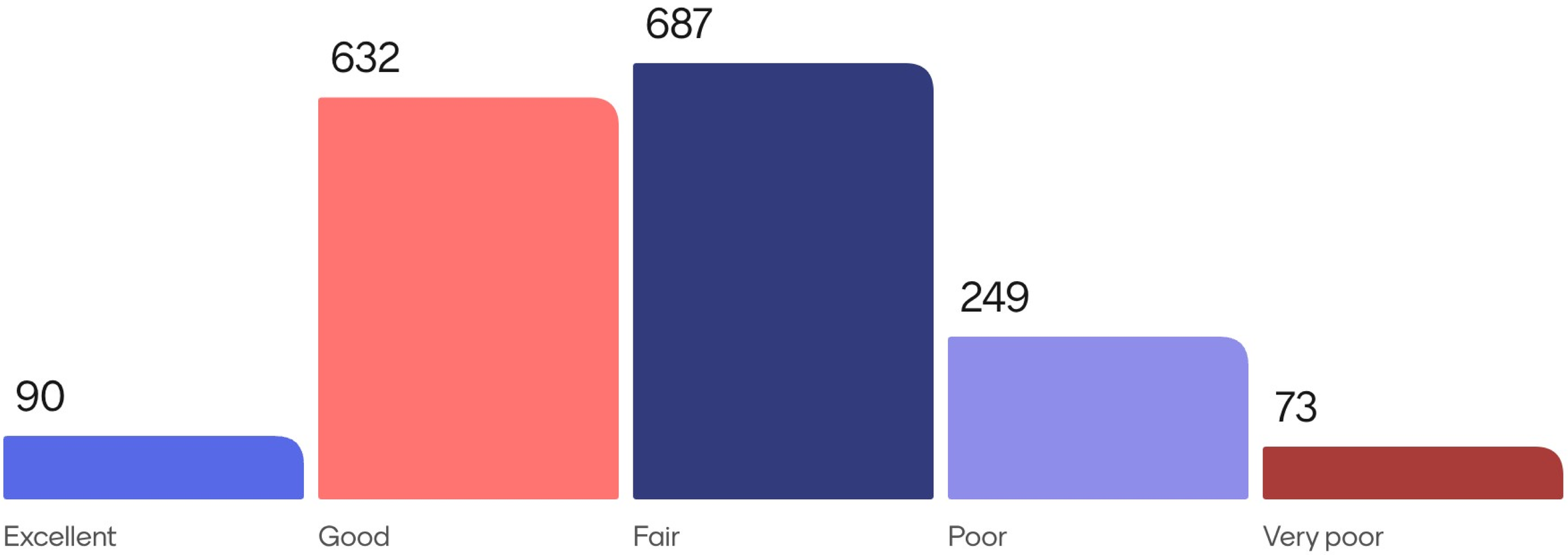
When going downtown for work or leisure, you are most likely to... (rank in order of frequency, with 1st being what you do most often)



5
2K

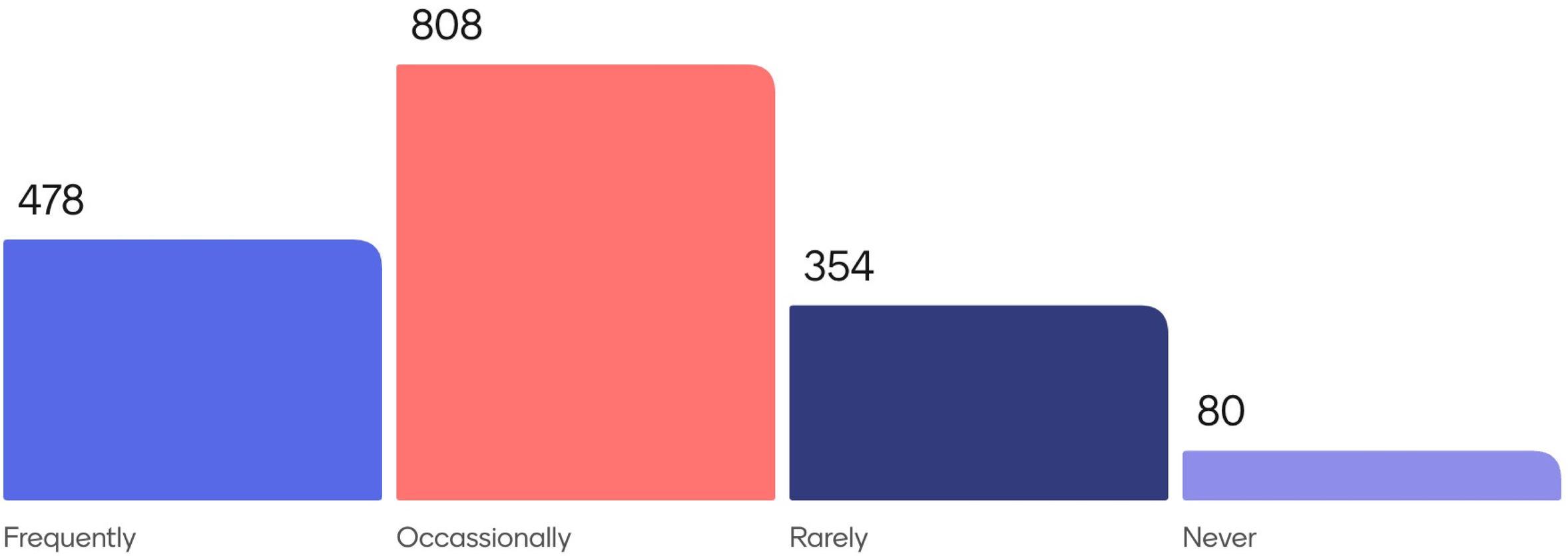
Mentimeter

How would you rate the physical condition (e.g. maintenance, cleanliness, accessibility) of Sandpoint's public off-street parking facilities?

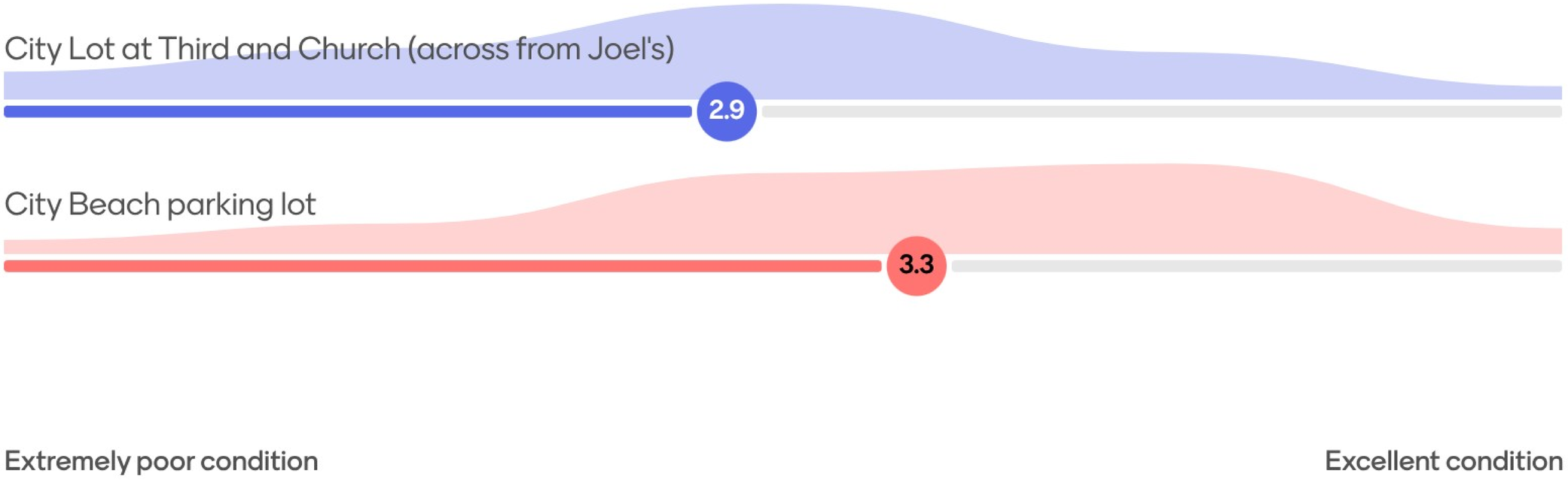


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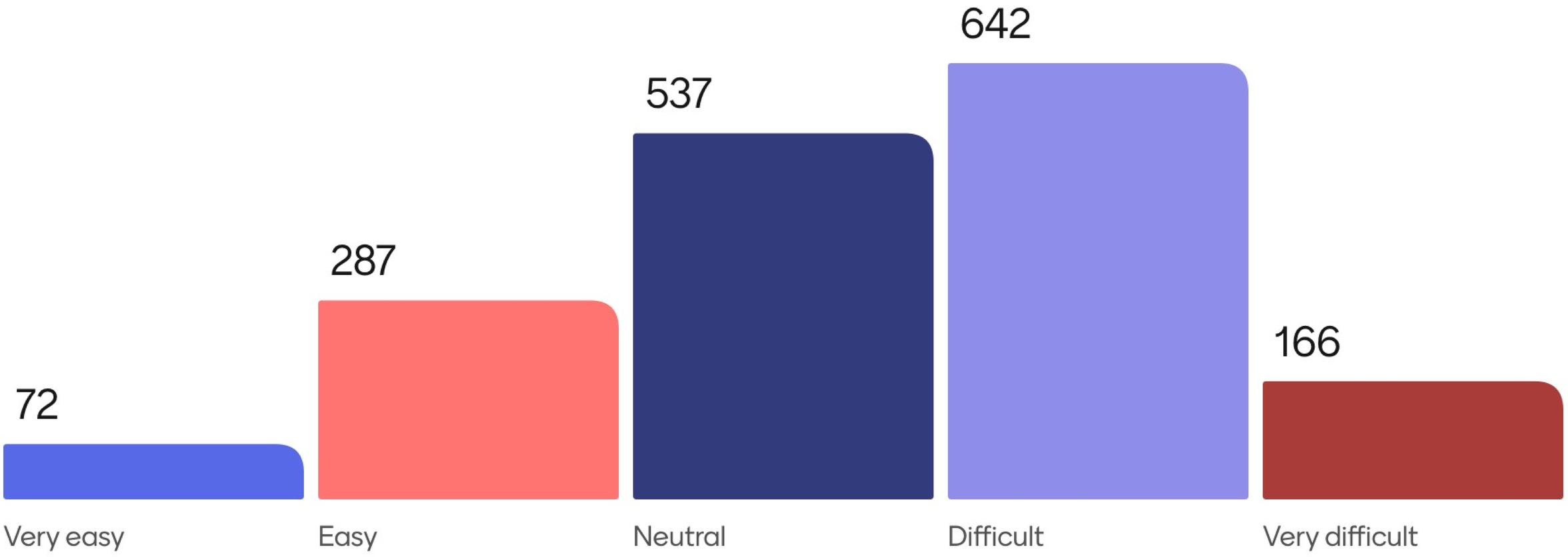
Have you encountered issues such as potholes, inadequate lighting, or poorly marked spaces in Sandpoint's public parking lots?



How would you rate the condition of Sandpoint's two biggest public parking lots?

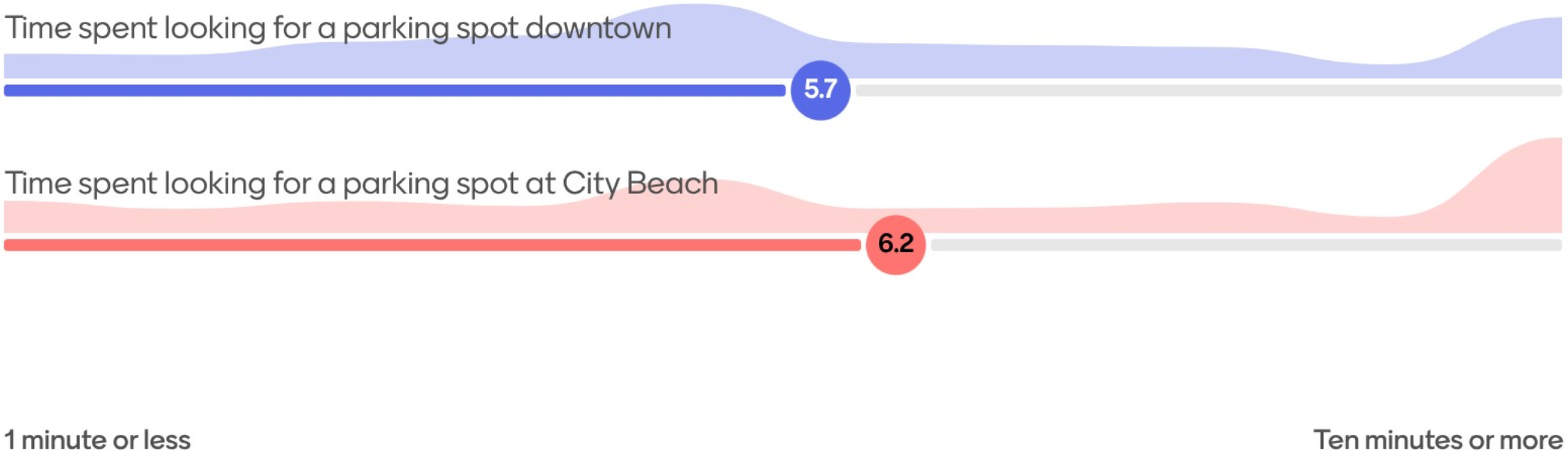


How easy is it to find parking near key destinations such as restaurants, shops, or recreational areas like City Beach and the Pend Oreille Bay Trail?



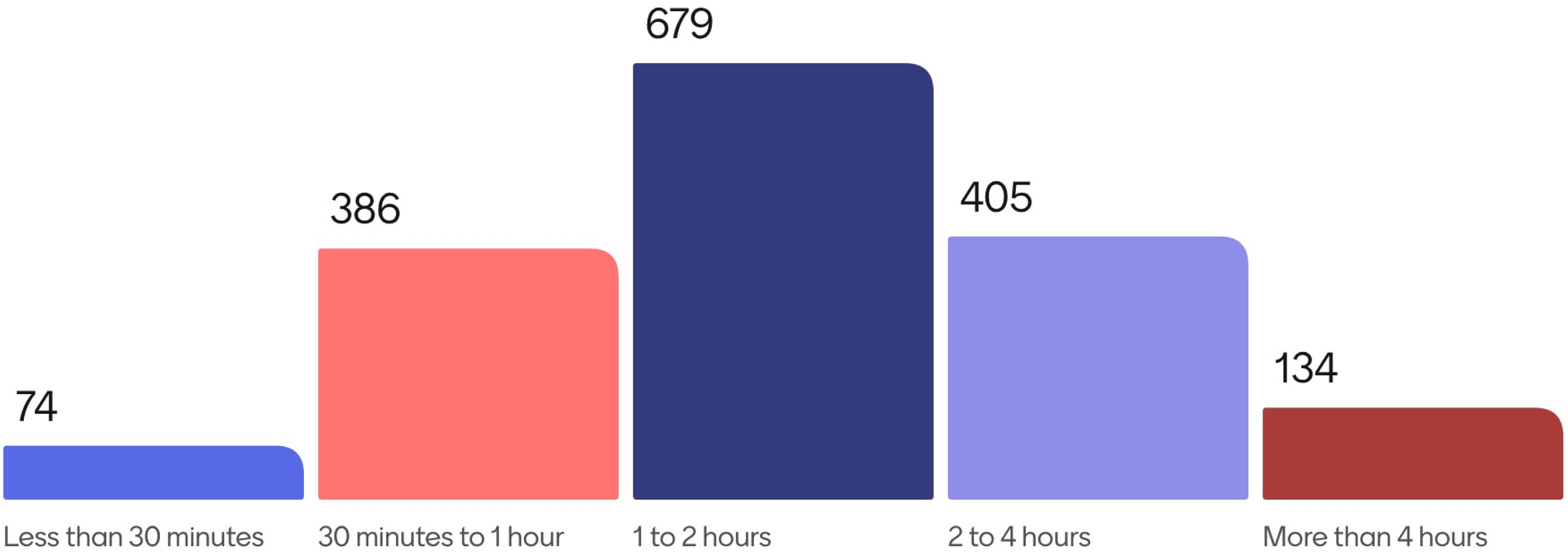
1
2K

During peak times (summer weekends or events), how long are you likely to spend searching for a parking spot when driving into Sandpoint?



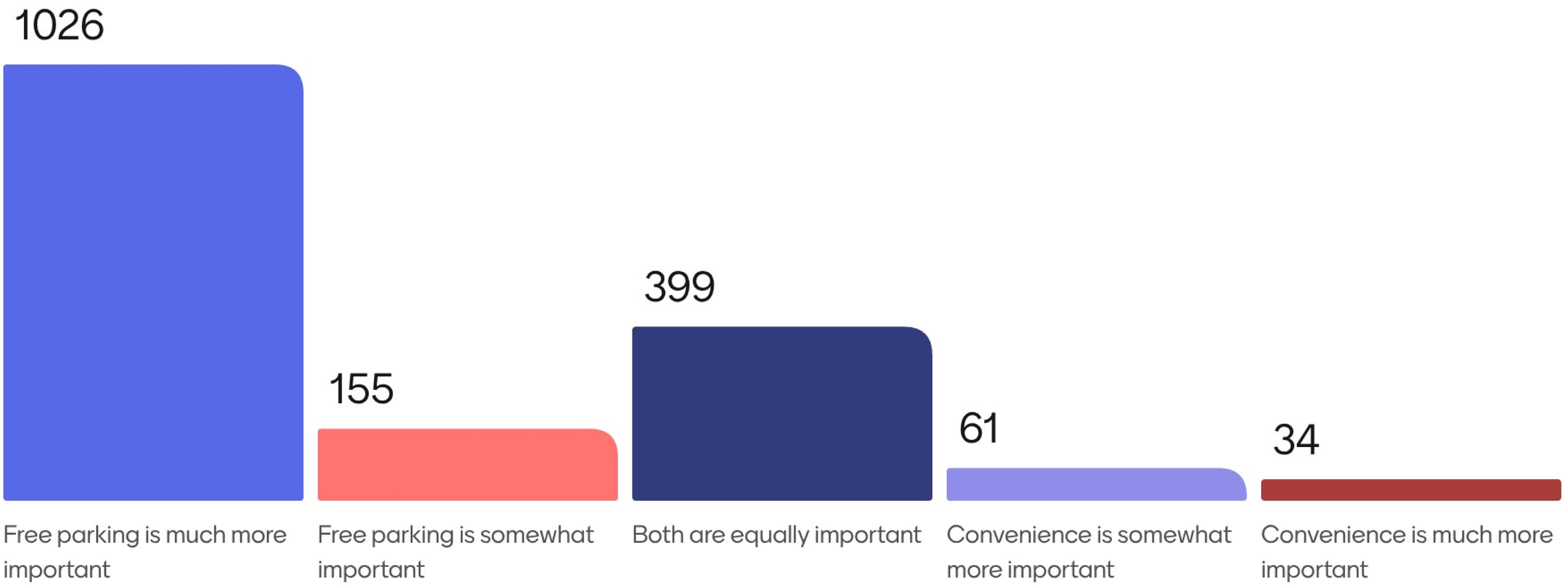
Mentimeter

When you drive into downtown Sandpoint, how long do you typically park in a curbside space or in an off-street City parking lot?



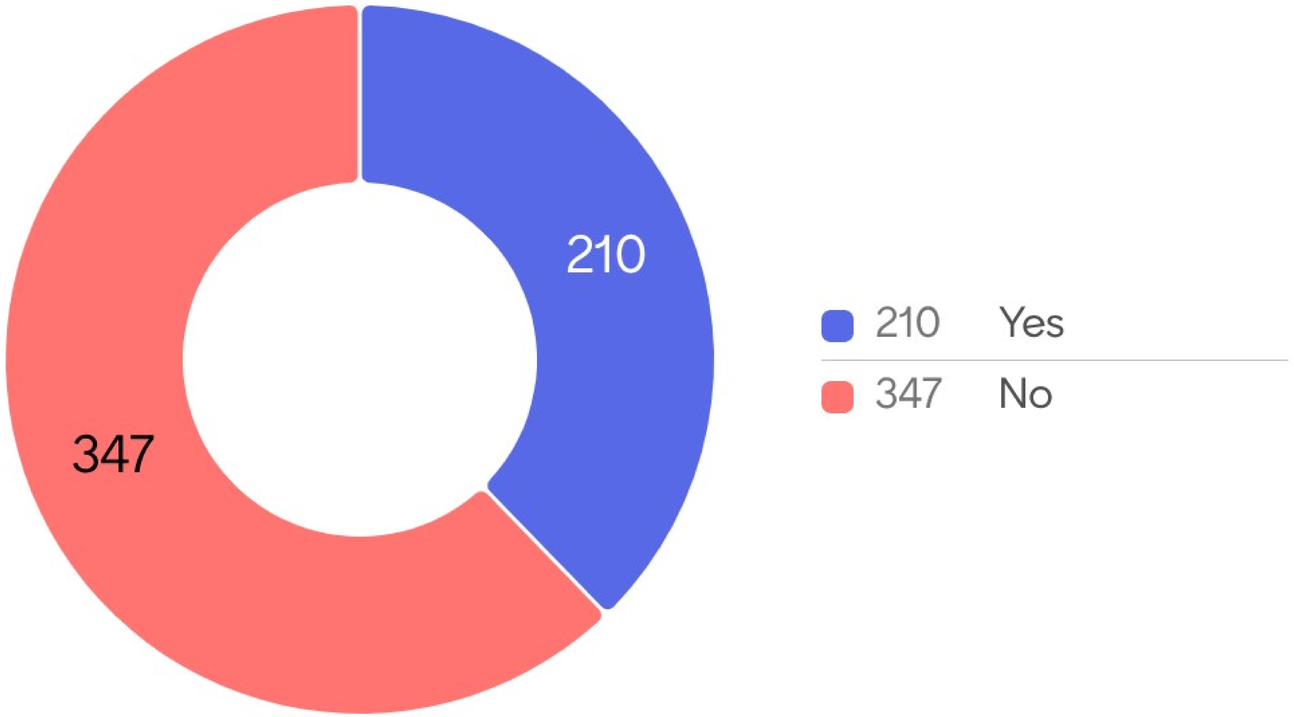
4
2K

How important is free parking to you compared to the convenience of finding a space when you need it?

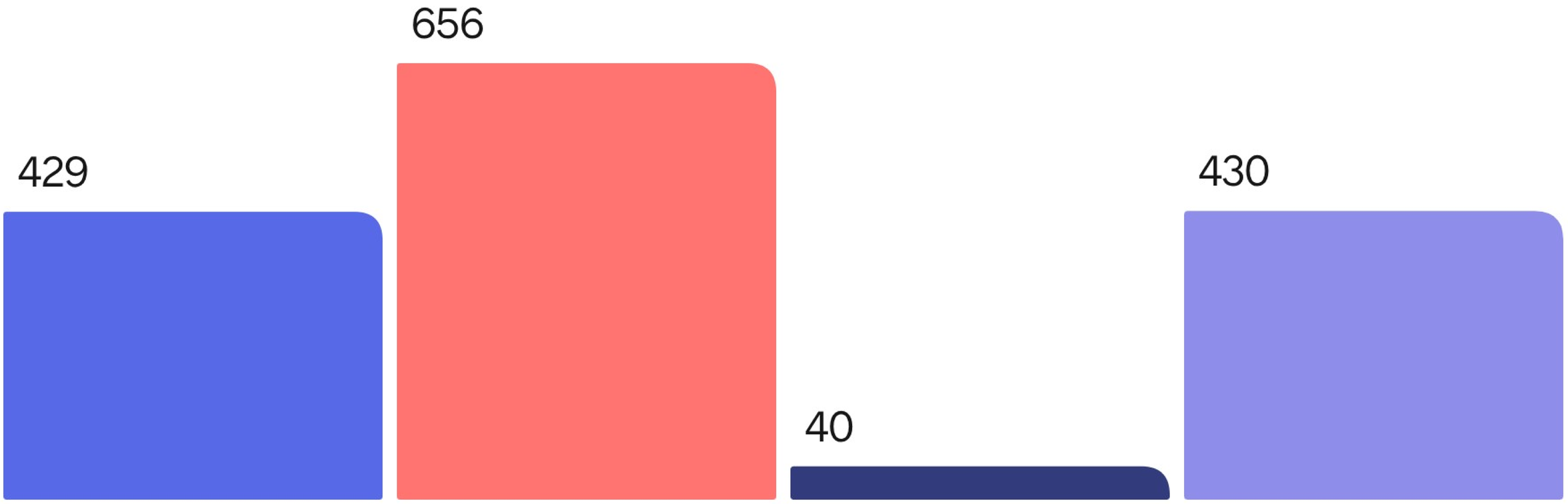


5
2K

Would you be willing to purchase one of the passes (City taxpayer or non-City taxpayer) described on the previous slide?



What do you feel is the most appropriate way for the City to fund maintenance and improvements to downtown Sandpoint's public parking facilities?



City property taxes (understanding this would mean less $ for streets/sidewalk repair and maintenance, police, fire, and other infrastructure)

State and federal grants (extremely limited and only available for parking lots that serve certain user groups, i.e. boaters)

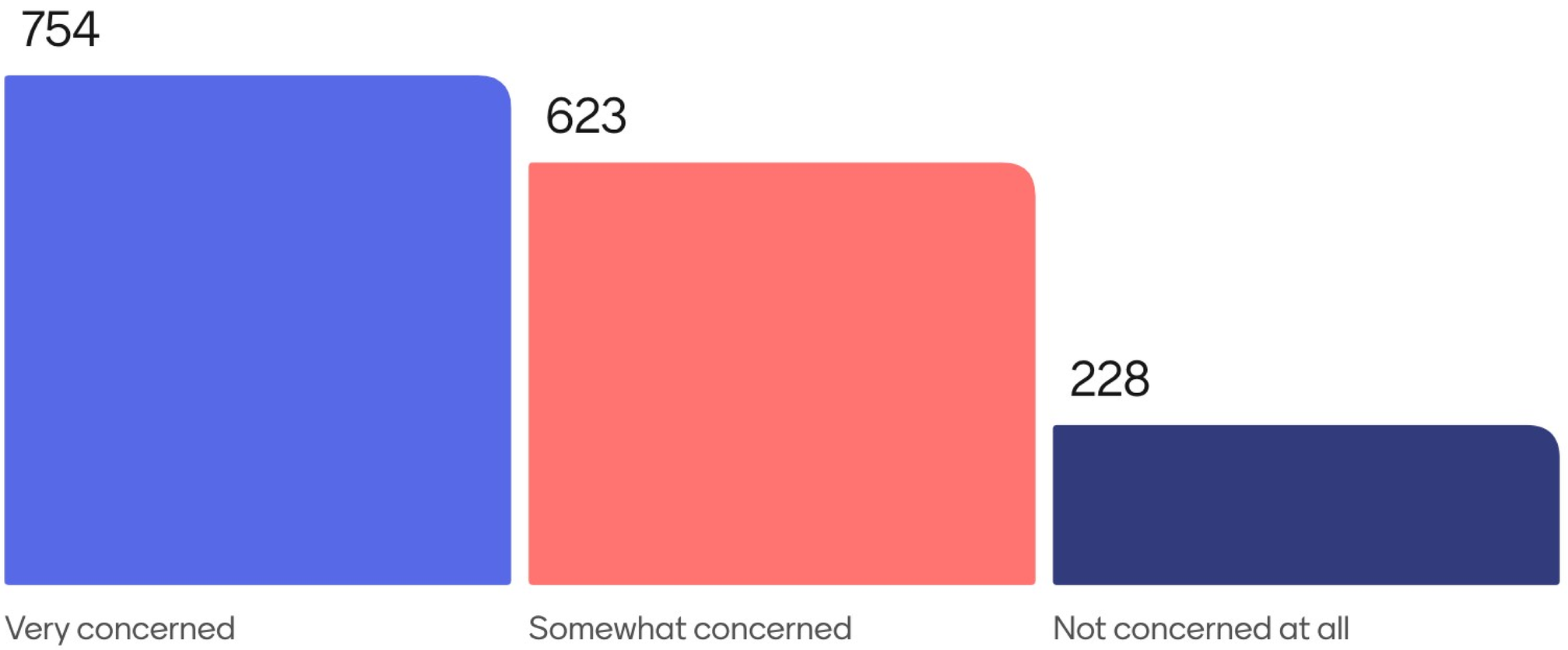
Don't maintain them (sell or lease to private businesses or developers)

User fees (resident and business parking passes with hourly parking fees paid by visitors and tourists)

5 2K

Mentimeter

How concerned are you about future challenges related to parking in Sandpoint as the City and surrounding area grows?



4
2K

Sandpoint Public Parking Satisfaction Survey

Response analysis

Introduction

Throughout the month of March the City collected responses to a survey aimed at gauging community satisfaction with the City's public parking facilities. Over 1,800 responses were collected, of which 53% came from City of Sandpoint residents and 47% from non-City residents (as self-reported by respondents).

The full results of the survey can be viewed here.

Around 4,000 narrative responses to three questions were collected. To help analyze, synthesize, and summarize those responses, a .csv file of all responses was exported and uploaded to ChatGPT pro, a large language model (LLM) Artificial Intelligence tool that excels in analysis of large quantities of data such as that collected through this survey.

In the sections below are the unedited results from when ChatGPT was provided several prompts to extract some meaning from the vast amounts of data collected through the survey, particularly the 4,000+ narrative comments.

Prompt 1: How do the primary modes of getting to Downtown Sandpoint differ between Sandpoint residents and non-Residents?

🚶 **City of Sandpoint Residents**

Top 3 primary modes:

- **Drive and park on the street**: 483 → **56.5%**
- **Drive and park in a public lot**: 176 → **20.6%**
- **Walk**: 101 → **11.8%**
- Also notable: **Ride a bike**: 95 → **11.1%**

🔷 *Takeaway:* City residents are **more likely to walk or bike** downtown than any other group, reflecting proximity and accessibility.

🚗 **Unincorporated Bonner County (e.g., Sagle, Selle Valley)**

Top 3 primary modes:

- **Drive and park on the street**: 339 → **59.6%**
- **Public parking lot**: 162 → **28.5%**
- **Private business parking**: 56 → **9.8%**
- Very few walk (8) or bike (4) → **0.7% - 1.4%**

🔷 *Takeaway:* Non-City residents overwhelmingly rely on **driving**, especially to **on-street and public lots**.

Prompt 2: How did the preferred means of paying for parking lot maintenance and improvements differ between Sandpoint residents and non-Sandpoint residents?

Key Insights by Residence Group:

✅ **City of Sandpoint Residents**

- **Most supported**:
  - **User fees**: 295 → **35.7%**
  - **State/federal grants**: 292 → **35.4%**
- **Less favored**:
  - **City property taxes**: 216 → **26.2%**
  - **Privatization**: 23 → **2.8%**

🔷 *Takeaway:* City residents lean slightly more toward **user-pays systems**, but there's also strong support for using grants. City property taxes are less favored.

🌲 **Non-Sandpoint Residents (Total = 729)**

- **State/federal grants**: 363 → **49.8%**
- **City property taxes**: 212 → **29.1%**
- **User fees**: 137 → **18.8%**

- **Privatization**: 17 → **2.3%**

🔷 *Takeaway:* This group places **greater reliance on grants and city taxes**—even though they don't pay those taxes—suggesting limited support for **user fees**.

Prompt 3: How did City residents and non-City residents differ in their willingness to buy a parking pass?

🏘️ **City Residents**

- **Yes**: 169 → **41%**
- **No**: 247 → **59%**

🌲 **Non-City Residents**

- **Yes**: 41→ **30%**
- **No**: 97 → **70%**

🔍 **Key Takeaways:**

- **City residents are more willing** to purchase a parking pass than non-residents.
- However, even among City residents, a **majority (59%) say no** — suggesting skepticism or a preference for free/time-limited parking remains strong.

Prompt 4: What themes emerged through responses to the question, "What questions do you have about parking in Sandpoint?"

🔄 **Concern About Policy Decisions & Transparency**

Many respondents questioned the City's decision-making around parking requirements and development.

"Why are developers being granted waivers to the amount of parking spaces they are required to provide?"
"Why is this coming up at the same time as the City Beach hotel development?"

💰 Questions About Paid Parking Implementation

People want clarity on how paid parking will work — particularly **who pays**, **where**, and **how it affects locals**.

"Why change parking in our small town at all?"
"Why not give all Bonner County residents a sticker for free parking?"

🏖️ Equity for Local vs. Tourist Use

There's a strong interest in ensuring that **locals (especially county residents)** aren't disadvantaged.

"If you offer free parking to locals only, please extend that to all county residents."
"Tourists should pay a little for City Beach parking."

🅿️ Infrastructure Ideas

Some respondents asked about **creative solutions** — including structured parking or expanded lots.

"Why can't Sandpoint get a grant to build a multi-level parking garage downtown?"

🚗 Seasonal and Use-Based Access

Respondents noted **seasonal congestion**, especially during the summer or when using **boat launches**.

"Availability during summer months when our city is overrun with tourists."
"Biggest concern is time limits on boat trailer parking at the launch."

Prompt 5: What themes emerged in response to the question, "What would you like the City to know as it works to improve the experiences of City residents and visitors using City parking facilities?"

🏠 Prioritize Locals Over Tourists

Many respondents want the City to **focus on the needs of residents**, not cater to tourists or development interests.

"Stop catering to tourists and focus on locals that have been here forever."
"Follow the wants of the public and not the big money."

💵 Strong Opposition to Paid Parking

There's widespread resistance to paying for parking — some would even prefer infrastructure stay unimproved.

"I would rather have potholes than have to pay to park."
"No one feels good about paying for parking."

📜 Prefer User Fees Over Property Taxes

Many expressed that **users (especially tourists)** should fund parking — not local taxpayers.

"It would not be fair for property owners to pay... let the people who use the parking pay for it."
"Make people pay for convenience, but do it with pay to park, not more tax."

🚶 Encourage Alternatives to Driving

Several responses supported **biking, walking**, and **remote/free lots** over expanding central parking.

"Incentivize not driving. Sandpoint is a small area and can easily be walked or biked."
"Have free parking on the periphery."

🛍️ Support Downtown Business Vitality

People are worried that paid parking could push shoppers away from downtown and harm local businesses.

"We need to encourage people to shop downtown, not push them further away."
"Paid parking is another excuse to shop online or in Ponderay."

🙏 **Appreciation for Public Engagement**

Several thanked the City for including the public in the planning process.

"Thank you for asking our opinion on something that will impact us all!"

Prompt 6: What themes emerged in responses to the question, "What improvements, if any, would you like to see in Sandpoint's public parking facilities?"

🛠️ **Basic Maintenance & Upkeep**

Many people called for **resurfacing lots**, fixing **potholes**, improving **lighting**, and **clear striping**.

"You should have kept up the city lot over the years by continuing funding in smaller amounts."

🌳 **More Shade, Trees, and Stormwater Features**

Respondents emphasized **shade and greenery**, citing climate, aesthetics, and comfort.

"Shade is of utmost importance. Parking lots have the potential to become massive heat sinks."

🪧 **Better Signage & Wayfinding**

Several respondents requested **clearer signs**, both for lot locations and time limits.

"Signage."
"More visible time limits, clearly posted."

🚙 **Dedicated or Expanded Use Areas**

Frequent requests included:

- **Separate parking for boat trailers vs. beachgoers**

- **Designated spaces for marina slip holders**
- **Angle parking to increase capacity**

"Windbag Marina slip owners need designated parking."
"Angle parking provides more parking spaces."

🅿️ Shuttle or Peripheral Parking Solutions

Some called for **remote lots with shuttles**, especially for busy destinations like City Beach.

"A parking lot with shuttle service to the beach would help congestion."

💡 Equity & Local Prioritization

Many felt parking should **serve locals first**, not just accommodate visitors or resorts.

"I don't believe locals should have to pay for parking improvements for high-end resorts and tourists."
"Time to prioritize locals over outsiders."

🚶 Alternative Modes & Transit

A few suggested **promoting alternatives** like biking or SPOT transit to reduce parking demand.

"I would like to see the SPOT option promoted better."

Prompt 7: What were the general differences in tone and opinion towards City's efforts to manage downtown parking between City residents and non-City residents

🏘️ City of Sandpoint Residents

Tone: Mixed — both critical and constructive
Themes:

- Frustration with **tax burden** and concerns about **fairness** if residents have to pay to park
- Some **support** for paid parking, as long as it's **reasonable and well-designed**
- Desire for **better planning**, such as **shuttle services** and longer time limits
- Specific concern about **out-of-state use** of local facilities

"We already pay property taxes. Money should be managed better."
"I support the implementation of paid parking in downtown Sandpoint."
"We need a plan in place to minimize the need to park at City Beach."

🌲 **Non-City Residents**

Tone: More defensive or aggrieved
Themes:

- Strong desire for **local (county) residents to be exempt** from paid parking
- Concern about **being labeled outsiders**
- Preference for **sales tax or tourist fees** over direct charges
- Perception that **parking is not a serious problem**

"Visitors can go to paid parking, locals (7B) should be free."
"You can start by not calling us in the unincorporated area outsiders for one..."
"We already pay enough in taxes... don't tax us more because of bad budgeting."

🔍 **Summary:**

- **City residents** are more willing to consider **paid parking** if implemented fairly and targeted at tourists.
- **Non-City residents** often feel **excluded or unfairly targeted** by parking proposals and express **stronger resistance** to change.

Summary:

Public feedback on the City's parking management efforts reveals a meaningful difference in tone between City of Sandpoint residents and those who live outside City

limits. City residents expressed a mix of frustration and constructive suggestions, often focusing on fairness, tax equity, and the need for thoughtful planning. While some opposed paid parking entirely, others supported it if implemented with reasonable rates, especially for tourists and non-residents. In contrast, non-City residents were more likely to express strong opposition to any paid parking, emphasizing their contributions through local commerce and requesting exemption based on 7B residency. Several respondents from outside the City also voiced frustration at feeling excluded or labeled as “outsiders.” This divide underscores the importance of transparent communication and a parking strategy that carefully balances local access, fairness, and financial sustainability.

APPENDIX E:

Calculations of residential in-lieu fees and fees as a percentage of total development cost

Land use in Sandpoint	spaces per 1,000 sq feet
Banks	2.00
Restaurants	3.30
Offices	2.00
Retail	1.25
Other commercial	2.85
Clinics	2.00
Avg	**2.23**

Residential parking requirements	~spaces per 1,000 sq ft
<1,200 sq ft	1.00
1,200 - 1,600 sq ft	1.00
>1,600 sq ft (3br+ requires 2 parking spaces)	1.00

Ratio of non-residential to residential: **2.23**

1996 average in lieu fee (per sq foot non-residential)*	$	31.00
In lieu fee adjusted for residential parking requirements (per sq foot)**	$	13.90
Construction price index, January 1996		137.70
Construction price index, January 2025		326.28
Construction inflation, 1996-2025		137%
Average residential parking in lieu fee in 2025 $ (construction inflation)	**$**	**32.95**
Consumer price index, January 1996		154.70
Consumer price index, January 2025		319.00
CPI inflation 1996-2025		106%
Averager residential parkign in lieu fee in 2025 $ (consumer inflation)	**$**	**28.64**

*Source: *Page 11 of Appendix 12, "In Lieu Fees" of Downtown Boise's 2012 Parking Strategic Plan, produced by Kimley Horn. Study looked at 30 City's parking in lieu fees for non-residential downtown development, adjusted to per square feet.*

**Sandpoint's residentail parking requirements average 1 per 1,000 square feet of residential floor space. Non-residential averages 2.23 spaces per 1,000 sq feet. Available data on in lieu fees for non-residential land uses are adjusted for our local ratio of non-residential to residential to establish a fair representation of how residential in lieu fees can reflect average fees charged by other cities.*

Total DIF housing	
single family 0-3 br	$ 5,293.00
Water NUFF	$ 7,875.00
Sewer NUFF	$ 6,311.00
Total DIF sf housing	$ 19,479.00
multifamily	$ 5,444.00

Parking in-lieu fees ($25/sf)

Unit size (sf)	Fee
500	$ 12,500.00
1000	$ 25,000.00
1500	$ 37,500.00
>1500	$ 37,500.00

Total fees per unit for downtown residential without parking (condo)

Unit size	Total fee (DIF + water + sewer + parking)	Per square foot fees	Parking in lieu share of total fees	Total fees as percentage of development (assuming $300/sf)	**Parking in lieu fee as % of development cost**
500	$ 31,979.00	$ 63.96	39%	18%	7%
1000	$ 44,479.00	$ 44.48	56%	13%	7%
1500	$ 56,979.00	$ 37.99	66%	11%	7%
2000	$ 56,979.00	$ 28.49	66%	9%	6%
2500	$ 56,979.00	$ 22.79	66%	7%	5%

Total fee per unit for downtown residential without parking (apartment)

Unit size	# of units	Share of water NUFF (assuming 2" meter)	Total fee (DIF + share of water + sewer + parking)	Per square foot fees	Parking share of total fees	Per sf development cost	Total fees as percentage of development (assuming $300/sf)	**Parking in lieu fee as % of development cost**
300	20	$ 2,000.00	$ 21,255.00	$ 70.85	35%	$ 300.00	19%	7%
450	20	$ 2,000.00	$ 25,005.00	$ 55.57	45%	$ 300.00	16%	7%
600	20	$ 2,000.00	$ 28,755.00	$ 47.93	52%	$ 300.00	14%	7%
750	20	$ 2,000.00	$ 32,505.00	$ 43.34	58%	$ 300.00	13%	7%
900	20	$ 2,000.00	$ 36,255.00	$ 40.28	62%	$ 300.00	12%	7%

Updated Permit Categories, Fees, and Benefits

City of Sandpoint Parking Management Plan

The following changes to parking permits are being proposed as an update to those adopted in the 2025 Parking Management Plan.

What's new?

- City and County resident permits increased to allow **8 hours of free parking per day** at all City parking lots (up from 2-6 hours)
- Marina slip holder permits reduced from **$150 to $100**. Unlike City and County resident permits, slip holder permit **allows overnight parking at waterfront lots**.

What is the difference between City and County resident permits and downtown employee and downtown resident passes?

- City and County resident permits are only valid in parking lots (not on-street)
- Employee permits provide 12-hours of parking each day in parking lots and 3- and 4-hour curbside zones
- Downtown resident permits provide 24-hour parking in parking lots and 3- and 4-hour curbside zones

Permit Type	Fee	Eligibility	Benefits
City Taxpayer Permit	$15 (annual)	Residents of the City of Sandpoint	Up to **8 hours of free parking per day** at all City off-street parking lots (Downtown and Waterfront).
Bonner County Resident Permit	$30 (annual)	Bonner County residents residing outside Sandpoint City limits	Up to **8 hours of free parking per day** at all City off-street parking lots (Downtown and Waterfront).
Downtown Business Employee Permit	$40 (monthly)	Employees of businesses located within the Downtown and Commercial A zoning districts	Up to **12 hours of free parking per day** at all off-street lots (Downtown and Waterfront) and in designated 3-hour and 4-hour curbside parking zones.
Downtown Resident Permit	$80 (monthly)	Residents living within the Downtown and Commercial A zoning districts	**24-hour free parking** in all off-street lots (Downtown and Waterfront) and in designated 3-hour and 4-hour curbside parking zones.
Marina Slip Occupant Pass	$100 (annual)	Windbag Marina or City Beach marina slip occupants	**Unlimited parking** at Dock Street and City Beach parking lots, including overnight parking proximate to marina facilities.

IPS GROUP INC.
7737 Kenamar Ct., San Diego, CA 92121
https://ipsgroup.com

BILL TO:

Heather Faircloth

Sandpoint, ID

1123 Lake Street

Sandpoint, ID

83864

SHIP TO:

Heather Faircloth

Sandpoint, ID

1123 Lake Street

Sandpoint, ID

83864

Quote No: Q-10110R3

Quote Date: Feb 19, 2026

Desired Delivery Date: Mar 4, 2026

NetSuit ID: TBD

DMS ID: TBD

CRM ID: TBD

ACV Type: New

PO Required: No

PO Number:

Sales Rep: Russell Robinson

Start Up Total
$205,816.36

Recurring Monthly Total
$1,560.00

1. Hardware

SKU	Item Name	Quantity	List Price/Unit	Net Price	Tax Amount	Total With Tax
2398-0001	MSX Multi-Space Universal Kiosk	26	$3,995.00	$103,870.00	$6,232.20	$110,102.20
2398-022	Universal MSPM Battery 72Ah	26	$0.00	$0	$0	$0
2398-0700	MSX POLE MOUNT KIT	26	$275.00	$7,150.00	$429.00	$7,579.00
767-0105	MS2.5 4G BUS Verizon Modem Assembly	26	$0.00	$0	$0	$0
2398-0001	MSX Multi-Space Universal Kiosk	14	$3,995.00	$55,930.00	$3,355.80	$59,285.80
2398-022	Universal MSPM Battery 72Ah	14	$0.00	$0	$0	$0
2398-0700	MSX POLE MOUNT KIT	14	$275.00	$3,850.00	$231.00	$4,081.00
767-0105	MS2.5 4G BUS Verizon Modem Assembly	14	$0.00	$0	$0	$0
2398-0001	MSX Multi-Space Universal Kiosk	2	$3,995.00	$7,990.00	$479.40	$8,469.40
2398-022	Universal MSPM Battery 72Ah	2	$0.00	$0	$0	$0
2398-0700	MSX POLE MOUNT KIT	2	$275.00	$550.00	$33.00	$583.00
767-0105	MS2.5 4G BUS Verizon Modem Assembly	2	$0.00	$0	$0	$0
767-0116-US	US Battery Charger Assembly for Universal Battery	4	$79.00	$316.00	$18.96	$334.96

Total

$179,656.00	$10,779.36	$190,435.36

2. Monthly Management

SKU	Item Name	Quantity	List Price/Unit	Net Price	Tax Amount	Total With Tax
MS SWN	Monthly Secure Gateway/Wireless Data Fee Multi-Space Meters	26	$60.00	$1,560.00	$0	$1,560.00
MS SWN	Monthly Secure Gateway/Wireless Data Fee Multi-Space Meters	14	$0.00	$0	$0	$0

Total

$1,560.00	$0.00	$1,560.00

4. Set Up & Installation

SKU	Item Name	Quantity	List Price/Unit	Net Price	Tax Amount	Total With Tax
INSTALLATION MSPM	On-site installation MSPM	1	$9,000.00	$9,000.00	$0	$9,000.00

Total

$9,000.00	$0.00	$9,000.00

6. Freight

SKU	Item Name	Quantity	List Price/Unit	Net Price	Tax Amount	Total With Tax
FREIGHT GROUND	Freight Ground	1	$4,821.00	$4,821.00	$0	$4,821.00

Total

SKU	Item Name	Quantity	List Price/Unit	Net Price	Tax Amount	Total With Tax
				$4,821.00	$0.00	$4,821.00

5. Contracted Rates

SKU	Item Name	Usage Rate
MS PS CTF	ParkSmarter Contracted Rate Multi Space	$0.35
T2P – Text to Pay Fee – MSPM	Text to Pay Contracted Rate MSPM	$0.35
MS CTF	Credit Card Transaction Fee for Multi-Space Parkingi Meters	$0.35

IPS Group	
Name	
Title	
Signature	
Date	

Sandpoint, ID	
Name	
Title	
Signature	
Date	

TERMS AND CONDITIONS

By signing this you are adhering to all terms and conditions as referenced on this hyperlink
https://ipsgroupinc.com/terms-conditions/

No: 26-
Date: March 4, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: AUTHORIZATION TO EXECUTE CONTRACT WITH IPS GROUP, INC., FOR PARKING MANAGEMENT SYSTEM IMPLEMENTATION

WHEREAS: On June 18, 2025, City Council adopted the Downtown Parking Management Plan, reflecting Council's direction to improve availability and turnover in high-demand areas, prioritize access for residents, manage occupancy toward an 85% target in core areas, and implement a financially self-sustaining parking system capable of supporting long-term infrastructure needs;

WHEREAS: In November 2025, the City issued RFP No. 26-1970-1, seeking proposals for a comprehensive paid parking management system and related services capable of delivering not only pay stations, but also mobile payment options time-limit enforcement tools compliant with Idaho law, citation management, permit administration, collection services, and real-time reporting capabilities;

WHEREAS: Proposals were evaluated on technological capability, compliance with Idaho's restrictions on automated license plate recognition (ALPR) and tire chalking, financial structure, operational risk, scalability, and the ability to provide a fully integrated solution rather than a collection of separate vendors;

WHEREAS: Following detailed review and follow-up clarification, staff recommends IPS Group, Inc., as the City's implementation partner;

WHEREAS: Council authorization is requested for the purchase and deployment of 42 MSX Multi-Space Universal Kiosks, as reflected in IPS Quote No. Q-10110, to be placed strategically across downtown and waterfront location to support both off-street paid parking and curbside time-limit management; and

WHEREAS: The IPS proposal includes hardware, installation, freight, and associated management components, where the year one upfront total cost reflected in the quote is $210,221.35, with a monthly management cost of $1,500.00.

NOW, THEREFORE, BE IT 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 his designee is hereby authorized to execute a contract for parking management services with IPS Group, Inc., substantially consistent with the terms and operational framework described in the staff report presented to Council, upon finalization of the contract to the satisfaction of the City Attorney and City staff.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Hayley Keys, Deputy City Clerk

AGENDA REPORT

City Council Meeting

TODAY'S DATE: February 25, 2026

MEETING DATE: March 4, 2026

TO: Mayor Grimm, members of the City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Sandpoint Sailing Association Memorandum of Understanding (MOU) Renewal and Requested Term Extension

PURPOSE OF THE REQUEST

The Sandpoint Sailing Association (SSA) is requesting City Council direction regarding renewal of its Memorandum of Understanding (MOU) for use of publicly owned boat slips at the Windbag Marina, specifically at the 100 Dock. In addition to renewal, SSA has requested that the City consider extending the term of the agreement to **ten (10) years**, which exceeds the City's typical maximum agreement term of three (3) years.

Staff is bringing this matter forward to obtain explicit Council guidance on whether a longer-term agreement is appropriate prior to finalizing the MOU.



Figure 1: Leased slips by SSA on the 100 dock

BACKGROUND

The Sandpoint Sailing Association is a local nonprofit organization that has utilized City-owned moorage at the 100 Dock for approximately a decade. Under the existing MOU, SSA occupies:

- Two (2) full-size boat slips, and
- Four (4) small sailboat slips

These slips are used to moor SSA-owned vessels, which currently include four small sailboats, one keel sailboat, and one instructor powerboat.

SSA makes these vessels available to its members and uses them extensively for summer youth sailing programs, which are offered in partnership with the City's Recreation Division. These programs have served hundreds of local youth over multiple years and are co-sponsored by



Figure 2: "Fred's Deck," a public space built and maintained by SSA volunteers

the City and SSA, including shared support for instructional staffing. The program provides a low-cost, skill-based recreational opportunity that supports youth development, water safety, and access to Lake Pend Oreille.

CURRENT REQUEST AND RATIONALE

SSA is actively fundraising and planning capital investments to:

- Replace its aging keel sailboat, which is in need of significant repair, and
- Acquire slightly larger training boats to support advanced youth sailing instruction.

SSA leadership has indicated that long-term certainty of moorage access is critical to successful fundraising and capital investment. As such, the organization has requested that the City extend its MOU to a 10-year term, rather than continuing with the current annually renewed agreement or a shorter 1–3 year horizon.

The requested term exceeds the City's typical practice of limiting agreements of this type to a maximum of three years. Given the policy implications and precedent associated with granting long-term exclusive use of public dock space, staff determined that Council direction is appropriate before proceeding.



Figure 3: SSA instructors prepare to send Sandpoint youth off as part of the City's summer sailing program, a partnership between Sandpoint Recreation and SSA

POLICY CONSIDERATIONS

Granting a 10-year MOU for use of public moorage has both benefits and potential drawbacks. Key considerations for Council include:

Potential Benefits

- Provides long-term certainty that supports SSA's fundraising and capital investment efforts.
- Helps sustain and expand a well-established youth sailing program that benefits local families and aligns with City recreation goals.
- Reinforces a long-standing public-private partnership with a locally rooted nonprofit organization.
- Encourages reinvestment in program assets that directly support public recreational programming.

Potential Concerns

- Limits City flexibility to reallocate public dock space in response to future needs, policy changes, or operational priorities.
- Establishes a precedent for long-term exclusive use of public facilities by private or nonprofit entities.
- Reduces the City's ability to periodically reevaluate use, performance, and public benefit through shorter renewal cycles.
- May constrain future marina planning or redevelopment options.



Figure 4: Spud Cup 2024 pre-race skippers meeting

Council may also wish to consider whether conditions, performance benchmarks, periodic reviews, or termination clauses should accompany any extended agreement to protect the City's long-term interests.

STAFF ANALYSIS

Staff recognizes the substantial public benefit provided by SSA's programming, particularly its youth sailing partnership with the City's Recreation Division. At the same time, staff is mindful of the City's responsibility to manage public assets in a manner that preserves flexibility and equity of access.

Rather than unilaterally approving an extended term, staff believes Council direction is necessary to balance these interests and to determine whether a longer-term agreement is appropriate, and if so, under what conditions.

COUNCIL ACTION OPTIONS

Council may wish to consider one of the following actions:

1. Authorize Staff to Proceed with a 10-Year MOU
   Direct staff to finalize an MOU with SSA for a 10-year term, subject to appropriate conditions and termination provisions.
2. Authorize a Modified Extended Term
   Direct staff to negotiate an MOU with a term longer than three years but shorter than ten years (e.g., five years), potentially with mid-term performance review requirements.
3. Maintain Standard Term Limits
   Direct staff to renew the MOU consistent with existing City practice, limiting the agreement term to three years or less.
4. Provide Alternative Direction
   Provide additional policy guidance or conditions to inform staff's preparation of a revised MOU for future Council consideration.