



CITY COUNCIL MEETING AGENDA

January 15, 2025 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

Public Comments

Consent Calendar - action item

- 1.** Approval of Minutes from Council's January 8, 2025, Special Meeting - ***action item***
- 2.** Payables Report / Bills for Payment Approval - ***action item***
- 3.** Proposed Resolution: Surplus Personal Property Declaration and Disposition - ***action item***
- 4.** Proposed Resolution: Purchase of Budgeted Vehicles for Community Planning and Development Department – Parks Division (PO #25-1453) - ***action item***
- 5.** Proposed Resolution: Second Amendment to Agreement with Keller Associates, Inc., for Professional Services related to Bridge Street Bridge Rehabilitation (City Agreement A24-2410-3) - ***action item***
- 6.** Proposed Resolution: First Amendment to Legal Services Agreement with Lake City Law Group, PLLC (City Agreement A24-1530-2) – ***action item***

Old/Unfinished Business

- 7.** Decision on Appeal of Denial of McGhee Development Water Service Application - ***action item***
Link to recorded Appeal Hearing at December 18, 2024, Council meeting:
<https://www.youtube.com/watch?v=9ilqWPBWxvE> (or visit YouTube – City of Sandpoint)

New Business

- 8.** Presentation: Land Acquisition for North End Extension of Sandpoint-Dover Community Trail

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/your-government/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



CITY COUNCIL SPECIAL MEETING MINUTES

January 08, 2025 at 5:30 PM

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

Call to Order

The special meeting of the Sandpoint City Council was called to order by Mayor Jeremy Grimm at 5:30 p.m. on Wednesday, January 8, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
 Councilor Deb Ruehle, Council President
 Councilor Joel Aispuro*
 Councilor Justin Dick
 Councilor Kyle Schreiber
 Councilor Pam Duquette
 Councilor Rick Howarth

*Councilor Aispuro was absent at roll call, arriving at 6:07 p.m.

Under the City's adopted Code of Ethics and Civility, Mayor Grimm identified Cpl. Mike Hutter as law enforcement personnel in the room serving as sergeant-at-arms for the meeting.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding the Consent Calendar, Old/New Business items on the agenda, and other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

Central Services Director Cheryl Hughes fielded Council questions, followed by a motion to approve the Consent Calendar.

Motion made by Councilor Dick, Seconded by Councilor Schreiber.

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

Absent: Councilor Aispuro

1. The minutes from Council's December 18, 2024, Regular Meeting were approved as presented.
2. **Resolution 25-001** Approving PO #25-1443 to Owen Equipment Company / Ben-Ko-Matic Co for Purchase of Vactor Truck Mounted Single Engine Combination Sewer Cleaner
3. **Resolution 25-002** Memorandum of Understanding for Amendment to the 2024-2027 Article 17 Collective Bargaining Agreement with the International Association of Firefighters Local 2319

New Business

4. **Resolution 25-003** Directing Submission of a Letter of Interest (LOI) to Idaho Department of Environmental Quality for Future Funding of Wastewater Treatment Plant (WWTP) Replacement

Public Works Director Holly Ellis introduced this item and, along with representatives from the City's consultant, Keller Associates - Vice President Jim Mullen and Engineer/Coeur d'Alene Office Manager Kyle Meschko, who provided a brief presentation - fielded questions from the Council members.

Councilor Schreiber moved to amend the proposed LOI to indicate that the City would be willing to participate in the Environmental Protection Agency's (EPA) Green Power Partnership, a voluntary program designed to reduce the environmental impact of conventional electricity generation by encouraging organizations to purchase electricity generated from renewable sources like solar, wind, and geothermal power, thereby minimizing air pollution and greenhouse gas emissions associated with traditional energy sources. Councilor Duquette seconded the motion, and all Council members concurred.

Motion to approve the Resolution Directing Submission of a Letter of Interest (LOI) to Idaho Department of Environmental Quality for Future Funding of Wastewater Treatment Plant Replacement.

Motion made by Councilor Ruehle, Seconded by Councilor Duquette.

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

Following approval of the Resolution, Mr. Meschko provided a general update on the wastewater treatment plant project.

Executive Session

5. Motion to convene in executive session pursuant to Idaho Code § 74-206(1)(c) to acquire an interest in real property not owned by a public agency and Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

Mayor Grimm asked those not participating in the executive session to please exit the room and announced that the meeting recording and remote online attendance would end.

6. The executive session was held. No final action was taken, and no final decisions were made during the session.

Reconvene and Adjourn

Following conclusion of the executive session, the meeting was reconvened and then immediately adjourned at 8:07 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their regular meeting held on _____, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 12/19/2024 THROUGH 01/15/2025

Item # 2.

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: [NO CONVERTED NAME]				
0013124320	CREDIT CARD TRANSACTION FEES - DEC '24 GOVERNMENT BUILDING & GROUNDS DIVISION	CREDIT CARD SERVICE	12.25	\$470.84
	CITY BEACH RV PARK	CREDIT CARD SERVICE	2.67	
	RECREATION PROGRAMS	CREDIT CARD SERVICE	43.90	
	RECREATION PROGRAMS	CREDIT CARD SERVICE	4.93	
	RECREATION PROGRAMS	CREDIT CARD SERVICE	24.01	
	RECREATION PROGRAMS	CREDIT CARD SERVICE	1.52	
	RECREATION PROGRAMS	CREDIT CARD SERVICE	8.66	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	CREDIT CARD SERVICE	372.90	
Total For: [NO CONVERTED NAME]				
Vendor: AARON DUNCOMBE				
545	CRO VEHICLE DECALS (2015 EXPLORER P1532) POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	199.70	\$199.70
Total For: AARON DUNCOMBE				\$199.70
Vendor: ACCURATE TESTING LABS LLC				
143040	WWTP: CARBON/NITROGEN TESTING WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	200.00	\$200.00
143304	WTP: BACTERIA TESTING -SOUTH WATER TREATMENT	TECH SERVICES - LABORATORY	150.00	\$150.00
143041	WWTP: 2 MERCURY LOW LEVEL TESTS WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	\$260.00
143015	WTP: HALOACETIC ACID/CARBON/ALKALINITY WATER TREATMENT	TECH SERVICES - LABORATORY	2,195.00	\$2,195.00
Total For: ACCURATE TESTING LABS LLC				\$2,805.00
Vendor: ADVANCED DIRT WORKS & DEVELOPMENT				
212	NORTHVIEW & ONTARIO ADA RAMP INSTALL STREET MAINTENANCE	SERVICES - SIDEWALK/CURB REPAIR/FURNISHI	5,487.50	\$5,487.50
Total For: ADVANCED DIRT WORKS & DEVELOPMENT				\$5,487.50
Vendor: ALPINE MOTORS COMPANY INC				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
160570	LOF SPD12 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	68.23			\$68.23
160576	LOF SPD 13 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	68.23			\$68.23
160715.1	LOF SPD 16 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	55.44			\$55.44
Total For: ALPINE MOTORS COMPANY INC						\$191.90

Vendor: AMAZON.COM SALES, INC

16V1-D6G3-JNL	SHOP: HP PRINTER WATER DISTRIBUTION WASTEWATER COLLECTIONS STREET MAINTENANCE	OFFICE SUPPLIES/EQUIPMENT OFFICE SUPPLIES/EQUIPMENT OFFICE SUPPLIES/EQUIPMENT	533.00 533.00 532.99			\$1,598.99
1L4X-NQCR-3VX	HDMI EXTENDER SPLITTER -JER JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	299.95 6.99 (6.99)			\$299.95
1GYN-QJQN-1G	CREDIT FOR WIFI CONNECTION HUB JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	(259.99)			\$(259.99)
19HC-DPXN-1M	189 PIECE FIRST AID KIT - JER CENTER JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	55.99 6.99 (6.99)			\$55.99
1GYN-QJQN-1G	AED RESPONSE KIT/WIFI CONNECTION HUB JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT INTERNET - FIBER/T1	19.18 0.57 259.99			\$279.74
1DF1-TVFM-FGL	CREDIT ON FLOOR MOP INVOICE 1DF1-TVFM-FGL7 JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	(79.96)			\$(79.96)
1K61-LVFW-9TP	SOFA FOR JER JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	299.95 6.99 (6.99)			\$299.95
14MX-KWGL-DV	WIRELESS INTERNET ACCESS POINT JAMES E. RUSSELL SPORTS CENTER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT INTERNET - FIBER/T1	6.42 189.00			\$195.42
1137-LG4M-FVF	OPERATIONAL/OFFICE SUPPLIES - JER					\$34

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	14.89			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	4.58			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	44.99			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	146.67			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	10.98			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	5.99			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	87.60			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	9.28			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	(3.57)			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	24.56			
17LV-FDYT-XG9	OFFICE/FACILITY SUPPLIES JER					\$560.23
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	11.23			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	12.20			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	31.98			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	17.84			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	25.72			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	29.99			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	3.43			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	3.99			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	4.99			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	99.98			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	271.92			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	8.95			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	8.99			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	9.05			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	9.98			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	9.99			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	(3.42)			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	3.42			
19F3-9NPJ-6FFY	BOLT CUTTERS/TOTE BAG - FIRE					\$59.44
	FIRE DEPARTMENT - SANDPOINT	TOOLS	39.46			
	FIRE DEPARTMENT - SANDPOINT	TOOLS	19.98			
	FIRE DEPARTMENT - SANDPOINT	TOOLS	4.24			
	FIRE DEPARTMENT - SANDPOINT	TOOLS	(4.24)			
1THR-1XGT-N3	FIRE DEPT SUPPLIES					\$28

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	11.69		
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	16.99		
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	27.49		
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	221.92		
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	7.95		
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	2.75		
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	(2.75)		
1137-LG4M-FVF	OPERATIONAL/OFFICE SUPPLIES - JER CREDIT MEMO				\$(25.46)
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	(14.89)		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	(4.58)		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	(5.99)		
Total For: AMAZON.COM SALES, INC					\$3,616.31
Vendor: ARCHBRIGHT					
DU20096749491	HR SERVICES - BRONZE LEVEL MEMBERSHIP 01/2025 - 12/2025				\$2,400.00
	CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	2,400.00		
Total For: ARCHBRIGHT					\$2,400.00
Vendor: ASAP SERVICES INC					
2256174	CLEANING SERVICES DECEMBER '24				\$4,630.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	2,240.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,080.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,310.00		
2256175	FY25 ANNUAL DETAIL CLEANING CUSTODIAL SERVICE				\$11,459.25
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	0.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	0.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	0.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	0.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	0.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	0.00		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	9,740.36		
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,718.89		
Total For: ASAP SERVICES INC					\$16,089.25
Vendor: AUTO HAUS INC					
7964	SHOP: AUTOMOTIVE BLADE FUSE				\$9.84
	STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	3.28		
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	3.28		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	3.28		
8042	ST: 18" WIPER BLADES STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	35.98		\$35.98
8215	SC: TV VAN FUEL CAP WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	13.99		\$13.99
Total For: AUTO HAUS INC					\$59.81

Vendor: AVISTA UTILITIES

10/14/24-11/12/2	MONTHLY UTILITIES NOV'24 ACCOUNTS 4707730000 & 0838870000				\$39,551.46
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	2,714.61		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	330.69		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	136.98		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	22.84		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	105.18		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	360.44		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	43.87		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,092.68		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	20.38		
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	268.80		
	STREET MAINTENANCE	ELECTRICITY	10,575.48		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,290.33		
	WATER TREATMENT	ELECTRICITY	8,685.21		
	WASTEWATER COLLECTIONS	ELECTRICITY	1,300.95		
	WASTEWATER TREATMENT	ELECTRICITY	9,058.09		
	RECREATION PROGRAMS	ELECTRICITY	28.45		
	STREET MAINTENANCE	ELECTRICITY	949.84		
	CENTRAL SERVICES DEPARTMENT	ELECTRICITY	69.72		
	WATER DISTRIBUTION	ELECTRICITY	380.78		
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	185.50		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	ELECTRICITY	1,843.11		
	STREET MAINTENANCE	ELECTRICITY	33.60		
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	53.93		
11/12/24-12/15/2	MONTHLY UTILITIES DEC'24 4707730000 & 0838870000				\$47,165.16
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	3,553.86		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	256.88		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	155.39		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2. t
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	23.16	
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	105.18	
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	555.61	
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	20.21	
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,254.70	
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	20.39	
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	385.99	
	STREET MAINTENANCE	ELECTRICITY	10,937.68	
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,476.36	
	WATER TREATMENT	ELECTRICITY	9,199.41	
	WASTEWATER COLLECTIONS	ELECTRICITY	1,853.59	
	WASTEWATER TREATMENT	ELECTRICITY	10,966.49	
	RECREATION PROGRAMS	ELECTRICITY	20.34	
	STREET MAINTENANCE	ELECTRICITY	1,228.12	
	CENTRAL SERVICES DEPARTMENT	ELECTRICITY	113.96	
	WATER DISTRIBUTION	ELECTRICITY	563.93	
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	354.87	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	ELECTRICITY	4,008.07	
	STREET MAINTENANCE	ELECTRICITY	56.93	
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	54.04	
Total For: AVISTA UTILITIES				\$86,716.62
Vendor: BADGER METER INC				
80182187	WD: BEACON WTR METER READER -DEC'24 WATER DISTRIBUTION	SOFTWARE/SAAS - WATER METER READING	522.70	\$522.70
Total For: BADGER METER INC				\$522.70
Vendor: BEAVER EQUIPMENT LLC				
24312I	RED FLINT SIEVE ANALYSIS WATER TREATMENT	TECH SERVICES - LABORATORY	375.00	\$375.00
Total For: BEAVER EQUIPMENT LLC				\$375.00
Vendor: BIG BELLY SOLAR LLC				
55191	DWNTWN TRASH BINS 1/4/25-2/3/25 SANITATION/GARBAGE COLLECTION	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	480.00	\$480.00
Total For: BIG BELLY SOLAR LLC				\$480.00
Vendor: BIG SKY INDUSTRIAL SERVICES				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.	t
120424	LSCWTP DISCHARGE POND CLEANING - FINAL WATER TREATMENT	SERVICES - INFRASTRUCTURE - R&M	37,721.00		\$37,721.00
Total For: BIG SKY INDUSTRIAL SERVICES					\$37,721.00
Vendor: BLUE SKY BROADCASTING					
MC-1241250336	HOLIDAY POLICE PSA'S POLICE DEPARTMENT	ADVERTISING	235.00		\$235.00
Total For: BLUE SKY BROADCASTING					\$235.00
Vendor: BNSF RAILWAY COMPANY					
25000092	U/G WATER PIPELINE XING. 01/01/25-12/31/25 WATER TREATMENT	RENTAL OF LAND AND BUILDING	100.00		\$100.00
24008188	PIPELINE ENCROACHMENT KOOTENAI 9/15/24-9/14/25 WATER TREATMENT	RENTAL OF LAND AND BUILDING	100.00		\$100.00
24008189	601450 PIPELINE XING 4 STORM H2O DRAIN WATER TREATMENT	RENTAL OF LAND AND BUILDING	100.00		\$100.00
Total For: BNSF RAILWAY COMPANY					\$300.00
Vendor: BONNER COUNTY DAILY BEE					
08-093386A	VEHICLE AUCTION POSTING POLICE DEPARTMENT	ADVERTISING	67.60		\$67.60
0000030762	BCB#6636 AD FOR CUSTODIAL SVCS GOVERNMENT BUILDING & GROUNDS DIVISION	ADVERTISING	97.84		\$97.84
0000030942	BCB#6649 ABANDONED VEHICLE POSTING PT2 POLICE DEPARTMENT	ADVERTISING	60.40		\$60.40
Total For: BONNER COUNTY DAILY BEE					\$225.84
Vendor: BONNER COUNTY PROSECUTING ATTY					
BCPA073	PROSECUTING ATTORNEY SVCS DEC '24 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,083.33		\$7,083.33
Total For: BONNER COUNTY PROSECUTING ATTY					\$7,083.33
Vendor: BOUNDARY TRACTOR YAMAHA					
BTC-222280	SERVICE FOR ZERO TURN MOWER - ALL PARKS PARK MAINTENANCE & CAPITAL	SERVICES - EQUIPMENT - R&M	1,615.08		\$1,615.08
BTC-21116927	9 BLADES FOR JACOBSEN - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	315.00		\$315.00
BTC-2116924	CHN SAW & BLWR PARTS - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	125.93		\$125.93
Total For: BOUNDARY TRACTOR YAMAHA					\$2,056.01
Vendor: BROWN'S NORTHSIDE					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
S164744	1141 HEATER HOSE FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	39.07		\$39.07
S164691	1141 STEER TIRE SNOW CHAIN FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	315.00		\$315.00
Total For: BROWN'S NORTHSIDE					\$354.07
Vendor: CADENCE TEAM INC					
4470	CISCO CATALYST 9200L 48 PORT SWITCH FOR JER FACILITY JAMES E. RUSSELL SPORTS CENTER FACILITY	IT SUPPLIES/EQUIPMENT	4,126.03		\$6,346.58
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	1,558.05		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - SERVER BACKUP/LICENSING	662.50		
Total For: CADENCE TEAM INC					\$6,346.58
Vendor: CANON FINANCIAL SERVICES INC					
37078830	UPSTAIRS/DOWNSTAIRS COPIER DEC LEASE CENTRAL SERVICES DEPARTMENT	COPIER LEASE	355.00		\$470.99
	CENTRAL SERVICES DEPARTMENT	PHOTOCOPIES	115.99		
Total For: CANON FINANCIAL SERVICES INC					\$470.99
Vendor: CC VENDOR - WELLS FARGO					
00035000100062	XMAS PARTY - SODA, WHIP CREAM, ICE CREAM - 1 GIFT CARD CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	29.95		\$90.40
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	60.45		
18100455790181	FLOOR COVERS JER MOVIE NIGHT JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	414.84		\$414.84
01949	XMAS PARTY - COOKIES, DRESSINGS, TEA, CROUTONS CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	60.21		\$60.21
114-4717484-58	PRINTER FOR JER CNTR, MONITOR STAND FOR CENRAL SVCS ADMIN JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	119.00		\$178.29
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	59.29		
H001	XMAS PARTY -2 GIFT CARDS - KESSAS COFFEE CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	20.00		\$20.00
017088	AIRPORT PARKING - LITTLE/WHITE BOISE TRNG T0053/T0052 POLICE DEPARTMENT	TRAINING AND TRAVEL	90.00		\$90.00
241213-01-119	XMAS PARTY -2 GIFT CARDS - JITTERS CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	20.00		\$20.00
EI 4828568	RENTAL CAR FILL UP -LITTLE/WHITE T0052/T0053 POLICE DEPARTMENT	TRAINING AND TRAVEL	13.44		\$13.44
025229	XMAS PARTY - 2 GIFT CARDS - EVANS BROS				\$ 11

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	20.00			
R010301811737	(8) SECURITY CAMERAS - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	IT SUPPLIES/EQUIPMENT	1,599.92			\$1,599.92
014183	XMAS DONOR THANK YOU SUPPLIES -CANDY, GIFT BOXS, RIBBON CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	23.75			\$23.75
162300	RUG AND UPOLSTERY CLEANER FIRE DEPARTMENT - SANDPOINT	FACILITY SUPPLIES	28.99			\$28.99
88677EE056548	HOTEL LITTLE/WHITE BOISE TRAINING - T0052/T0053 POLICE DEPARTMENT	TRAINING AND TRAVEL	483.75			\$483.75
09882904121324	XMAS PARTY - 2 GIFT CARDS - INDUSTRY COFFEE CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	20.00			\$20.00
113-4057714-59	AMAZON - WMNS VOLLEYBALL SUPPLIES RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	159.56			\$159.56
00035000200092	DEC'24 COFFEE BREAK - FRUITS CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	24.75			\$24.75
642935442	LOWES SUPPLIES WHITE & LITTLE TRAINING T0052/T0053 POLICE DEPARTMENT	TRAINING AND TRAVEL	25.56			\$25.56
114-6061890-74	OFFICE SUPPLIES - HIGHLIGHTERS, PAPER, TELE. STAND CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	37.63			\$37.63
114-4132389-34	WHITE BOARD/MAGNETIC BOARD 48X36 BUILDING DIVISION	OFFICE SUPPLIES/EQUIPMENT	73.59			\$73.59
58434684603244	WIPER BLADES & HEAT FOR FUEL- PATROL VEHICLES POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	79.76			\$79.76
1543619	GPS SERVICE DEC '24 - PATROL VEHICLES POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY MISC	223.20			\$223.20
00314523105941	ELASTIC CORDS FOR CURTAINS - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	12.80			\$12.80
2787	3) CODE 3 SIREN SPEAKERS (2 FOR SPD SPD 5 & 1 SPARE) POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	587.56			\$587.56
03357	TRAINING SPPLS WHITE/LITTLE BOISE CLASS -T0052 & T0053 POLICE DEPARTMENT	TRAINING AND TRAVEL	5.67			\$5.67
074262	DEC'24 COFFEE BREAK - YOGURT, JUICE, DONUTS, CREAM CHEESE CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	86.95			\$86.95
113-7116328-81	AMAZON - MOVIE NIGHT CRAFTS RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	40.16			\$40.16
050946	DEC'24 COFFEE BREAK - BAGELS CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	19.20			\$19.20
58846	SHOP: CALENDAR & DESKPADS					\$106.94

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.	t
	STREET MAINTENANCE	OFFICE SUPPLIES/EQUIPMENT	7.99		
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	50.48		
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	50.47		
30434578846296	XMAS PARTY - DOWELS TO DISPLAY FOOD DONATIONS CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2.93		\$2.93
114-4967627-61	OFFICE SUPPLIES - PENS, PRINTER PAPER CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	75.38		\$75.38
04 011 21487475	XMAS PRTY SUPPLIES - FOIL PANS FOR FOOD DONATIONS CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	13.75		\$13.75
114-1560022-93	STANDING MAT, FOOT STOOL, DESK LIGHT-CENTRAL CENTRAL SERVICES DEPARTMENT	SRVCS ADMIN OPERATIONAL SUPPLIES/EQUIPMENT	72.33		\$72.33
111-4729676-84	AMAZON - CHAINSAW PARTS - ROW TREES/PATHS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	78.79		\$78.79
113-8733717-90	WOMENS VBALL LEAGUE CHAMPION GIFTS RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	51.98		\$51.98
30434475558911	WALMART - 9FT GARLAND RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	14.48		\$14.48
114-0339795-38	NO-SPILL 2.5 GALLON FUEL CAN FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	34.78		\$34.78
3457432654	GODADDY RNWL SPGIS & GISSERVER 2025 INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - DOMAIN SSL	199.98		\$199.98
15775919	CARD READERS - JER & REC. FRONT DESK JAMES E. RUSSELL SPORTS CENTER FACILITY RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	1,071.94 535.96		\$1,607.90
12412061829B0	POSTAGE FOR RETURN OF CC TERMINALS JAMES E. RUSSELL SPORTS CENTER FACILITY RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	10.46 5.23		\$15.69
03480	SPOKANE AIRPORT PARKING -KNIGERY T0048 POLICE DEPARTMENT	TRAINING AND TRAVEL	60.00		\$60.00
0272389862465	BAGGAGE FEE (KINGERY TRAINING BOISE) T0048 POLICE DEPARTMENT	TRAINING AND TRAVEL	35.00		\$35.00
2000125-523292	REFUND FOR RTRNED MAGIC ERASERS JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	(12.37)		\$(12.37)
58434175047076	3) TOW STRAPS FOR SUPERVISOR VEHICLES POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	66.54		\$66.54
9102578	GAS - KINGERY TRAINING T0048 POLICE DEPARTMENT	TRAINING AND TRAVEL	15.30		\$15.30

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
7F659883AR466	SILICONE RUBBER BLANKING END CAPS JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	30.39		\$30.39
18100225086	WWTP: AIR COMPRESSOR & FREEZER WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,277.00		\$1,277.00
18100005248117	JER LARGE NUMBERS FOR ADDRESS DISTINGUISHMENT JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	38.56		\$38.56
011830	JER - WOOD SLAB FOR COAT RACK JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	50.00		\$50.00
CDDDF A-128451	DEFIBTECH AED PADS JAMES E. RUSSELL SPORTS CENTER FACILITY	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	79.39		\$79.39
114-7275977-15	XMAS PARTY SILVERWARE CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	6.99		\$6.99
114-1199057-97	XMAS PARTY DINNERWARE CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	67.90		\$67.90
2390300632	ALASKA AIR BAGGAGE RECEIPT KINGERY- BOI TO GEG T0048 POLICE DEPARTMENT	TRAINING AND TRAVEL	35.00		\$35.00
GS46144	WD/SC: UNDERGROUND MINI-MARKER (50 CT EA) WASTEWATER COLLECTIONS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	1,065.40 1,065.40		\$2,130.80
7297744416541	COON MOTEL - RAZON GRADUATION BOISE T0055 POLICE DEPARTMENT	TRAINING AND TRAVEL	278.54		\$278.54
3H2LMT	T0056- FLIGHT E. BUSH MFI FORESTRY CONF. 3/2025 ENGINEERING DIVISION	TRAINING AND TRAVEL	334.95		\$334.95
111-3244435-29	OFFICE SUPPLIES FOR JER JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	79.72		\$79.72
607460614	SMARTWAIVER JAN '25 - REC PROGRAMS RECREATION PROGRAMS	SOFTWARE/SAAS - OTHER/MISCELLANEOUS	55.00		\$55.00
114-8018495-38	COPY PAPER, PAPER PLATES CENTRAL SERVICES DEPARTMENT CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT OFFICE SUPPLIES/EQUIPMENT	18.98 43.99		\$62.97
8404798	2 SNOW HELMETS - ROW SNOW PLOWING PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	224.92		\$224.92
111-5848326-14	OFFICE SUPPLIES FOR JER JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	138.58		\$138.58
111-5848326-14	AMAZON- OFFICE SPPLS FOR JER JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	136.52		\$136.52
111-9213282-52	SHELVING UNIT - JER				\$2

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	243.40		
114-4287365-48	2) WINTER SAFETY REFLECTIVE JACKETS 2XL,3XL PARK MAINTENANCE & CAPITAL	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	127.98		\$127.98
58435559022459	KIDS NIGHT OUT - SUPPLIES RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	67.30		\$67.30
113-1698215-02	3 LARGE SHARPS CONTAINER'S (NEEDLE DISPOSAL) POLICE DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	31.74		\$31.74
12192024	ID WTR TREATMENT CLASS 1 EXAM - LANDER WATER TREATMENT	TRAINING AND TRAVEL	106.00		\$106.00
00350002013124	SAFEWAY- DRINKS - WMNS VOLLEYBALL PIZES RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	17.79		\$17.79
113-6262239-49	XMAS CRAFT SPPLS - WINTER BREAK CAMP RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	105.94		\$105.94
031586	DOMINOS PIZZA WMNS VOLLEYBALL RECREATION PROGRAMS	SUSTENANCE/FOOD	114.56		\$114.56
113-0362545-90	KIDS NIGHT OUT - PAINT PENS RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	23.94		\$23.94
00035000100782	REFRESHMENTS - CHAMPION PRIZES - WMNS VBALL RECREATION PROGRAMS	SUSTENANCE/FOOD	41.46		\$41.46
114-0675031-92	VINYL #STICKERS -STREETS, SM DRY ERASE BOARDS- BLDNG STREET MAINTENANCE	STREET LIGHTING SUPPLIES/EQUIPMENT	9.99		\$22.97
	BUILDING DIVISION	OFFICE SUPPLIES/EQUIPMENT	12.98		
114-3950650-70	EMPLOYEE RECORD FOLDERS (50CT) CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	103.88		\$103.88
053299/040667	XMAS PARTY 2024 SUPPLIES CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	15.00		\$15.00
12162024	DOMINOS PIZZA FOR WMNS VOLLEYBALL +TIP RECREATION PROGRAMS	SUSTENANCE/FOOD	210.40		\$210.40
006168	WTP: PRINTING SERVICES WATER TREATMENT	PRINTING AND BINDING	577.12		\$577.12
46HD34DJK7T	WD: WATER DIST OPER LICENSE/RENEW -HIGGINS WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00		\$30.00
46HD34F4F45F9	SC: WSTEWTR TRTMNT LICENSE/RENEW-HIGGINS WASTEWATER COLLECTIONS	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00		\$30.00
46HD34K8L9L	WD:DRNK WTR TRMT OPER LICENSE/RENEW -HIGGINS WATER DISTRIBUTION	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00		\$30.00
46HD34F46PL	SC:SEWER OPER LICENSE/RENEW -HIGGINS				\$ 15

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.
P440124281275	WASTEWATER COLLECTIONS	LICENSES/DUES & SUBSCR (JOB RELATED)	30.00	
	HOME ALONE PERFORMANCE LICENSE - JER RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	475.00	\$475.00
Total For: CC VENDOR - WELLS FARGO				\$14,313.09

Vendor: CHECKR INC

1610980	BACKGROUND SVCS- 2 REC, 1-FINANCE FINANCE DEPARTMENT	BACKGROUND CHECK SERVICES	29.99	\$110.97
	JAMES E. RUSSELL SPORTS CENTER FACILITY	BACKGROUND CHECK SERVICES	80.98	
Total For: CHECKR INC				\$110.97

Vendor: CHRISTINE KUHLMAN

0024	BUILDING OFFICIAL SVCS NOV 24 BUILDING DIVISION	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	1,042.50	\$1,042.50
Total For: CHRISTINE KUHLMAN				\$1,042.50

Vendor: CIVICPLUS INC

323340	SOFTWARE FEES OCTOBER 2024 RECREATION PROGRAMS	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	86.35	\$115.08
	PARK MAINTENANCE & CAPITAL RECREATION PROGRAMS	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	0.00	
	CITY BEACH RV PARK	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	2.60	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	26.13	
	PARK MAINTENANCE & CAPITAL	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	0.00	
	324446	CIVICREC SOFTWARE NOV 2024 RECREATION PROGRAMS	SOFTWARE/SAAS - REC 1/TEAMSIDELINE	47.28
PARK MAINTENANCE & CAPITAL RECREATION PROGRAMS		SOFTWARE/SAAS - REC 1/TEAMSIDELINE	20.98	
CITY BEACH RV PARK		SOFTWARE/SAAS - REC 1/TEAMSIDELINE	0.00	
GOVERNMENT BUILDING & GROUNDS DIVISION		SOFTWARE/SAAS - REC 1/TEAMSIDELINE	15.23	
PARK MAINTENANCE & CAPITAL		SOFTWARE/SAAS - REC 1/TEAMSIDELINE	0.00	
Total For: CIVICPLUS INC				\$215.08

Vendor: CLEARWATER SPRINGS

879072	WWTP: DISTILLED H2O & FUEL SURCHARGE WASTEWATER TREATMENT	LABORATORY SUPPLIES	31.00	\$35.00
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	4.00	
Total For: CLEARWATER SPRINGS				\$35.00

Vendor: COEUR D'ALENE POWERSPORTS

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
92879	STRGHT BLD, PLW PSH TUBE - ROW SNOW PLOWING PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	612.98		
Total For: COEUR D'ALENE POWERSPORTS					\$612.98
Vendor: COLEMAN OIL					
INV-250174	WWTP: HYDRAULIC OIL WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	165.31		\$165.31
INV-250387	WWTP: DYED DIESEL WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	586.54		\$586.54
INV-250167	WWTP: HYDRAULIC OIL WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	330.62		\$330.62
CP-0210142	FUEL FOR DEC 2024 FIRE FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	260.47		\$709.92
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	364.09		
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	56.38		
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	28.98		
CP-0210135	DECEMBER FUEL CHARGES POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	2,748.85		\$3,554.52
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	445.28		
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	360.39		
Total For: COLEMAN OIL					\$5,346.91
Vendor: COMMUNITY FORESTRY CONSULTANTS INC					
121124	TREE APPRAISAL -ILLEGAL REMOVAL CHURCH ST STREET MAINTENANCE	TECH SERVICES - ARBORIST/URBAN FORESTER	1,798.00		\$1,798.00
Total For: COMMUNITY FORESTRY CONSULTANTS INC					\$1,798.00
Vendor: CONSOLIDATED SUPPLY CO.					
S012216966.001	WD: 2" PVC ADAPTER WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	22.67		\$22.67
S012215537.001	WWTP: SODIUM HYPOCHLORITE SOLUTION (1 GAL) WASTEWATER TREATMENT	CHEMICAL SUPPLIES	14.33		\$14.33
S012214919.001	WD: BRASS FITTINGS, CONNCTRS + COUPLINGS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	273.52		\$273.52
S012208250.001	SC: GASKETS, VALVES, NUTS&BOLTS WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	2,216.67		\$2,387.20
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	137.67		
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	32.86		
S012205783.001	BADGER 3" TURBO METER				\$2,3

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	2,255.81	
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	101.33	
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	6.27	
Total For: CONSOLIDATED SUPPLY CO.				\$5,061.13
Vendor: CO-OP GAS & SUPPLY CO.				
42171	WWTP: 16 BAGS OF ICE WASTEWATER TREATMENT	LABORATORY SUPPLIES	20.64	\$20.64
35125	WTP: NUTS, WASHERS, THREADED ROD WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	31.32	\$31.32
78449	WTP: CLEANING SUPPLIES WATER TREATMENT	FACILITY SUPPLIES	22.58	\$22.58
35094	ROOF REPAIR SUPPLIES - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	424.70	\$424.70
35065	NUTS & BOLTS FOR MOWER - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	0.79	\$0.79
36932	BELT SANER/ SANDING BELTS - PICNIC TABLES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	84.85	\$84.85
Total For: CO-OP GAS & SUPPLY CO.				\$584.88
Vendor: CRANDON L CROWELL				
12162024	XMAS TREE FOR CITY HALL GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	110.00	\$110.00
Total For: CRANDON L CROWELL				\$110.00
Vendor: EBERL IRON WORKS INC				
528426	WD: KING LOCK FIRE HYDRANT LOCKS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	4,556.37	\$4,914.37
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	358.00	
Total For: EBERL IRON WORKS INC				\$4,914.37
Vendor: EMSCONNECT				
12203	EMS & FIRE TRAINING SUBSCRIPTION DEC24 FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	75.00	\$75.00
Total For: EMSCONNECT				\$75.00
Vendor: EPIC LAND SOLUTIONS INC				
1124-1416	ROW ACQ SVCS GN RD NOV '24 STREET CAPITAL & PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	2,240.95	\$2,893.04
	WATER CAPITAL PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITOR	318.81	

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
1224-1416	WASTEWATER CAPITAL PROJECTS ROW ACQUISITION SVCS GN ROAD THRU 12/31/24 STREET CAPITAL & PROJECTS WATER CAPITAL PROJECTS WASTEWATER CAPITAL PROJECTS	TECH SVS - SRVY//INSPCT/ASSESS/MONITOR TECH SVS - SRVY//INSPCT/ASSESS/MONITOR TECH SVS - SRVY//INSPCT/ASSESS/MONITOR TECH SVS - SRVY//INSPCT/ASSESS/MONITOR	333.28 1,055.52 150.17 156.97		
Total For: EPIC LAND SOLUTIONS INC					\$4,255.70
Vendor: Fibertel					
00005996	HYDRANT DEPOSIT REFUND 2024 UNCLASSIFIED	ACCOUNTS PAYABLE	356.45		\$356.45
Total For: Fibertel					\$356.45
Vendor: FIRST COMMUNICATIONS LLC					
10004279	LONG DISTANCE PHONE CHGS - JAN 2025 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - LANDLINE & OTHER	60.03		\$60.03
Total For: FIRST COMMUNICATIONS LLC					\$60.03
Vendor: GALLS LLC					
030023673	HIGH VIS REVERSIBLE PARKA FOR CPL HUTTER POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	267.39		\$267.39
030050980	HANDCUFF POUCH-PATROL/UNIFORM PANTS CHIEF POLICE DEPARTMENT POLICE DEPARTMENT	UNIFORM & CLOTHING UNIFORM & CLOTHING	41.36 75.89		\$117.25
030023763	GALLS HI VIS JACKET CPL. HUTTER POLICE DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	267.39		\$267.39
Total For: GALLS LLC					\$652.03
Vendor: GRAINGER INC					
9355018236	WWTP: UPRIGHT VACUUM WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	198.71		\$198.71
Total For: GRAINGER INC					\$198.71
Vendor: HACH COMPANY					
14292432	WTP: DIGITAL PH SENSORS WATER TREATMENT	LABORATORY SUPPLIES	4,870.77		\$4,870.77
14305686	WTP: DIGITAL PH SENSOR WATER TREATMENT	LABORATORY SUPPLIES	1,637.39		\$1,637.39
14306530	WTP: SENSOR ADAPTER WATER TREATMENT	LABORATORY SUPPLIES	526.45		\$526.45
Total For: HACH COMPANY					\$7,034.61

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
Vendor: HEATHER UPTON					
072624	REIMB FOR COFFEE TABLE AT JER JAMES E. RUSSELL SPORTS CENTER FACILITY	FACILITY SUPPLIES	20.00		\$20.00
			Total For: HEATHER UPTON		\$20.00
Vendor: HENRY SCHEIN INC					
28880134	MEDICAL SUPPLY RESTOCK FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	45.15		\$45.15
			Total For: HENRY SCHEIN INC		\$45.15
Vendor: IDAHO CORRECTIONAL INDUSTRIES					
047210	NEW HIRE SHIRT ORDER - BLDG INSPCTR BUILDING DIVISION	UNIFORM & CLOTHING	31.00		\$40.69
	BUILDING DIVISION	UNIFORM & CLOTHING	9.69		
047132	NEW HIRE TSHIRT/SWEATSHRIT ORDER - MULTI DEPT				\$463.84
	WATER DISTRIBUTION	UNIFORM & CLOTHING	15.50		
	WASTEWATER TREATMENT	UNIFORM & CLOTHING	33.00		
	STREET MAINTENANCE	UNIFORM & CLOTHING	49.50		
	WASTEWATER TREATMENT	UNIFORM & CLOTHING	30.00		
	BUILDING DIVISION	UNIFORM & CLOTHING	15.00		
	WASTEWATER TREATMENT	UNIFORM & CLOTHING	51.00		
	BUILDING DIVISION	UNIFORM & CLOTHING	18.00		
	WASTEWATER TREATMENT	UNIFORM & CLOTHING	37.00		
	WATER DISTRIBUTION	UNIFORM & CLOTHING	37.00		
	WASTEWATER TREATMENT	UNIFORM & CLOTHING	37.50		
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	37.00		
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	15.50		
	BUILDING DIVISION	UNIFORM & CLOTHING	21.96		
	WATER DISTRIBUTION	UNIFORM & CLOTHING	21.96		
	WASTEWATER TREATMENT	UNIFORM & CLOTHING	21.96		
	STREET MAINTENANCE	UNIFORM & CLOTHING	21.96		
			Total For: IDAHO CORRECTIONAL INDUSTRIES		\$504.53
Vendor: IDAHO STATE POLICE					
IN3204	ISP ILET ACCESS & USER FEES -JAN- MAR 25 INFORMATION TECHNOLOGY DIVISION	PUBLIC SAFETY-MOTOROLA/ERS-CAD/WATCHGUAR	2,293.75		\$2,293.75
			Total For: IDAHO STATE POLICE		\$2,293.75
Vendor: INDEPENDENT HIGHWAY DISTRICT					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
000115081	HYDRANT PERMIT REFUND 2024 UNCLASSIFIED	ACCOUNTS PAYABLE	2,163.09		\$2,163.09
109766	ST: 3,000 GAL BRINE STREET MAINTENANCE	SNOW SUPPLIES/EQUIPMENT	1,290.00		\$1,290.00
Total For: INDEPENDENT HIGHWAY DISTRICT					\$3,453.09
Vendor: INSIGHT DISTRIBUTING INC					
0510178	FIRE DEPARTMENT CUSTODIAL SUPPLIES GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	255.53		\$255.53
0518161-IN	1 CASE CANLNR - CITY HALL GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	58.60		\$58.60
0518398-IN	SHOP: PAPER TOWELS & TP STREET MAINTENANCE	FACILITY SUPPLIES	67.71		\$203.15
	WATER DISTRIBUTION	FACILITY SUPPLIES	67.72		
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	67.72		
0518392-IN	FIRE DEPT DISHWASHING BRUSHES (3) GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	30.84		\$30.84
0517959-IN	FIRE RESTROOM SUPPLIES GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	174.63		\$174.63
0517231-IN	TOILET PAPER - FIRE DEPT GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	239.40		\$239.40
Total For: INSIGHT DISTRIBUTING INC					\$962.15
Vendor: INTERMOUNTAIN SIGN & SAFETY LLC					
19861	ST: STOP HERE & NO TURN ON RED SIGNS STREET MAINTENANCE	SIGNAGE SUPPLIES/EQUIPMENT	70.00		\$70.00
Total For: INTERMOUNTAIN SIGN & SAFETY LLC					\$70.00
Vendor: JACOBS ENGINEERING GROUP INC					
W3Y13702-07	DEVELOPMENT APP REVIEWS 10/1/24 - 11/22/24 PLANNING DIVISION	TECH SERVICES - PLANNING	2,678.00		\$2,678.00
Total For: JACOBS ENGINEERING GROUP INC					\$2,678.00
Vendor: JARED RYAN SUNDBERG					
1789	1161 REPAIR CYL 8 AND ANNUAL SERVICE FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	2,537.50		\$2,537.50
Total For: JARED RYAN SUNDBERG					\$2,537.50
Vendor: JONATHAN GRIMM					
PER DIEM T005	PER DIEM/MILEAGE AIC CITY OFFICIAL'S DAY IN BOISE -J GRIMM MAYOR'S OFFICE	TRAINING AND TRAVEL	190.25		\$190.25

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
			Total For: JONATHAN GRIMM		\$190.25
Vendor: J-U-B ENGINEERS INC					
180033	DSGN SVCS GRT NRTHRN RD 11/3/24-11/30/24				\$899.20
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	404.64		
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	188.83		
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	134.88		
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	80.93		
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	44.96		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	44.96		
			Total For: J-U-B ENGINEERS INC		\$899.20
Vendor: KELLEY CREATE					
3819997	DECEMBER COPIER LEASE POLICE DEPARTMENT	COPIER LEASE	244.75		\$244.75
			Total For: KELLEY CREATE		\$244.75
Vendor: KG & T SEPTIC INC					
48982	PORTA POTTY MNTHLY SRVC 11/11/24-12/8/24				\$1,306.00
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00		
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00		
	WATER TREATMENT	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	122.00		
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	278.00		
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00		
			Total For: KG & T SEPTIC INC		\$1,306.00
Vendor: KODIAK ADVERTISING					
3179	10) 12X18 SIGNS (PARK VISITOR PARKING ONLY) - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	SIGNAGE SUPPLIES/EQUIPMENT	280.00		\$280.00
			Total For: KODIAK ADVERTISING		\$280.00
Vendor: LAKE CITY LAW GROUP PLLC					
40176	LEGAL SVCS - FY25 - DEC'24 LEGAL	OTHER PROF SERVICE - LEGAL - CIVIL	12,207.50		\$12,207.50
			Total For: LAKE CITY LAW GROUP PLLC		\$12,207.50
Vendor: LES SCHWAB TIRE CENTER					
10800858664	STEER TIRES FOR LADDER TRUCK FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	1,613.99		\$1,613.99
10800873452	MOUNT/ BALANCE TIRES + VALVE STEMS, SPD 11 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	115.88		\$115.88

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.	t
10800873449	4 GOODYEAR 245/55R18 EFORCER TIRES, SPD 11 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	639.12		\$639.12
Total For: LES SCHWAB TIRE CENTER					\$2,368.99
Vendor: N.A. DEGERSTROM INC.					
0000122160	HYDRANT DEPOSIT REFUND 2024 UNCLASSIFIED	ACCOUNTS PAYABLE	2,486.52		\$2,486.52
Total For: N.A. DEGERSTROM INC.					\$2,486.52
Vendor: NAPA AUTO PARTS					
210890	WWTP: FUEL STABLZR, MOTOR TUNEUP, CLEANR WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	30.83		\$30.83
201240	SHOP: RETURN SPINDLE NUT SOCKET STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	(22.40)		\$(67.20)
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	(22.40)		
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	(22.40)		
211589	WTP: CAR BATTERY WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	126.56		\$126.56
161335	SHOP: SPINDLE NUT SOCKET STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	22.40		\$67.20
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	22.40		
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	22.40		
212152	HALOGEN SEALED BEAMS - CHEVY PLOW LIGHTS - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	19.58		\$19.58
213480	FIRE: ZIP TIES FOR SHOP SUPPLIES FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	8.65		\$8.65
Total For: NAPA AUTO PARTS					\$185.62
Vendor: NATURAL FITNESS					
1021	POLICE DEPT PHYSICAL FITNESS TRAINING POLICE DEPARTMENT	TRAINING AND TRAVEL	3,060.00		\$3,060.00
Total For: NATURAL FITNESS					\$3,060.00
Vendor: NORTH 40 OUTFITTERS					
047058/B	WTP: ANGLED STEEL PLATE (4) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	71.96		\$71.96
047130/B	WWTP: FANS/HAND TRK/LIGHTBULBS WASTEWATER TREATMENT	FACILITY SUPPLIES	590.81		\$590.81
047109/B	2 SAWHORSES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	99.98		\$

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.	t
047178/B	WD: WIPER BLADES FOR SERVICE TRUCK WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	19.98			\$19.98
047219/B	ST: POST DRIVER STREET MAINTENANCE	TRAFFIC CONTROL SUPPLIES/EQUIPMENT	649.99			\$649.99
047277/B	ST: BATTERY BOX & ALLIGATOR CLAMP STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	19.48			\$19.48
Total For: NORTH 40 OUTFITTERS						\$1,452.20

Vendor: NORTHERN LIGHTS

122724	MONTHLY UTILITIES DEC 24					\$2,049.88
	WATER TREATMENT	ELECTRICITY	1,173.66			
	WATER TREATMENT	ELECTRICITY	373.18			
	WATER TREATMENT	ELECTRICITY	136.23			
	WASTEWATER COLLECTIONS	ELECTRICITY	68.03			
	WASTEWATER COLLECTIONS	ELECTRICITY	82.77			
	STREET MAINTENANCE	ELECTRICITY	21.14			
	STREET MAINTENANCE	ELECTRICITY	44.18			
	WASTEWATER COLLECTIONS	ELECTRICITY	67.06			
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	83.63			
Total For: NORTHERN LIGHTS						\$2,049.88

Vendor: NORTHWEST PLAYGROUND EQUIP INC

54948	SAFETY WOOD CHIPS FOR PLAYGROUND @ TRAVERS					\$2,179.70
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,378.38			
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	801.32			
Total For: NORTHWEST PLAYGROUND EQUIP INC						\$2,179.70

Vendor: NORTHWEST SUPPLY COMPANY LLC

13196	JER INDUSTRIAL FLOOR CLEANING EQUIPMENT					\$16,250.00
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	8,500.00			
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	7,750.00			
Total For: NORTHWEST SUPPLY COMPANY LLC						\$16,250.00

Vendor: OXARC INC

0032201863	WD: SAFETY GLASSES AND REFLECTIVE JACKET					\$138.36
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	138.36			
0032226694	WWTP: CHLORINE AND SULFUR DIOXIDE					\$5,473.82
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	5,473.82			
0032239952	WWTP: CHLORINE & SULFUR DIOXIDE					\$10,24

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.	t
0061907401	WASTEWATER TREATMENT WWTP: SPECIALTY GASES/CYLINDER RNTL WASTEWATER TREATMENT	CHEMICAL SUPPLIES CHEMICAL SUPPLIES	10,219.38 144.02		\$144.02
			Total For: OXARC INC		\$15,975.58
Vendor: PACIFIC STEEL & RECYCLING					
8913788	ST: DIESEL TANK SUPPLIES STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	260.31		\$260.31
			Total For: PACIFIC STEEL & RECYCLING		\$260.31
Vendor: PAPE MACHINERY INC					
15590431-C	ST: PP 101 LONG REA CREDIT STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	(123.99)		\$(123.99)
			Total For: PAPE MACHINERY INC		\$(123.99)
Vendor: PASSPORT LABS INC					
INV-1048261	PARKING TICKET SOFTWARE SVCS -HANDHELD DATA AUGUST 24 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	300.00		\$300.00
INV-1049797	PARKING TICKET SOFTWARE SVCS NOV '24 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	1,398.51		\$1,398.51
INV-1049228	PARKING TICKET SVCS OCT '24 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETING	2,336.56		\$2,336.56
			Total For: PASSPORT LABS INC		\$4,035.07
Vendor: PASSWORD ANSWER SERVICE					
000034-285-921	AFTER HRS ANSWER SVCS OCT'24 PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	189.66		\$189.66
000034-594-261	AFTER HRS ANSWER SVCS NOV '24 PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	254.86		\$254.86
000034-916-031	AFTER HRS ANSWER SVCS DEC'24 PUBLIC WORKS ADMINISTRATION	TELEPHONE - LANDLINE & OTHER	189.66		\$189.66
			Total For: PASSWORD ANSWER SERVICE		\$634.18
Vendor: PELICANCORP ONE CALL INC					
INV-0924	UTILITY LOCATOR SERVICE DEC '24 WATER DISTRIBUTION WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER TELEPHONE - LANDLINE & OTHER	71.40 71.40		\$142.80
			Total For: PELICANCORP ONE CALL INC		\$142.80
Vendor: REHN & ASSOCIATES					
INV-00206068	COBRA NOTICES HAGSTROM AND LUCATERO				\$ 25

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	50.00		
Total For: REHN & ASSOCIATES			\$50.00		
Vendor: RICH BUDAY					
REIMB 121624	WTP: BOOT REIMB RICH BUDAY WATER TREATMENT	UNIFORM & CLOTHING	125.00		\$125.00
Total For: RICH BUDAY			\$125.00		
Vendor: RODDA PAINT CO - PREVIOUSLY MILLER PAINT					
83985301	2 GL PAINT TUDOR BROWN - PICNIC TABLES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	105.00		\$105.00
Total For: RODDA PAINT CO - PREVIOUSLY MILLER PAINT			\$105.00		
Vendor: SAFETY-KLEEN SYSTEMS, INC.					
96208322	WWTP: ACIDS FOR WASTEWATER TREATMENT WASTEWATER TREATMENT	CHEMICAL SUPPLIES	2,863.75		\$2,863.75
Total For: SAFETY-KLEEN SYSTEMS, INC.			\$2,863.75		
Vendor: SANDPOINT BUILDING SUPPLY					
2489144	15) DOUG FIR 2X10X12 PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	340.20		\$340.20
Total For: SANDPOINT BUILDING SUPPLY			\$340.20		
Vendor: SANDPOINT SUPER DRUG					
28437/1	WWTP: COIN BATTERIES WASTEWATER TREATMENT	LABORATORY SUPPLIES	11.69		\$11.69
28527/1	SHOP: ODOR ELIMINATOR WATER DISTRIBUTION WASTEWATER COLLECTIONS STREET MAINTENANCE	FACILITY SUPPLIES FACILITY SUPPLIES FACILITY SUPPLIES	3.00 2.99 2.99		\$8.98
28652/1	SC: HAND SANITIZER WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	8.58		\$8.58
Total For: SANDPOINT SUPER DRUG			\$29.25		
Vendor: SANDPOINT URBAN RENEWAL AGENCY					
01062025	DEC'24 TAX RECEIPTS COLLECTED - PERSONAL PROPERTY TAX SEMI-ANNUAL P UNCLASSIFIED UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	10,330.49 13,667.27		\$23,997.76
Total For: SANDPOINT URBAN RENEWAL AGENCY			\$23,997.76		
Vendor: SEAWESTERN INC					
INV38008	STRUCTURE BOOTS NICHOLAS & WOLF				\$8

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	836.00		
			Total For: SEAWESTERN INC		\$836.00
Vendor: SELKIRK PRESS INC					
21661	P SKON BUSINESS CARDS - 100CT BUILDING DIVISION	PRINTING AND BINDING	31.00		\$31.00
			Total For: SELKIRK PRESS INC		\$31.00
Vendor: SESAC					
10790854	ANNUAL MUSIC PERFORMANCE LICENSE 2025 CENTRAL SERVICES DEPARTMENT	INSURANCE - FEDERAL COPYRIGHT	610.00		\$610.00
			Total For: SESAC		\$610.00
Vendor: SIMCO DEVELOPMENT GROUP					
PAY APP 1	LIFT STATIONS REPLACEMENT THRU 11/30/24 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	41,515.00		\$41,515.00
			Total For: SIMCO DEVELOPMENT GROUP		\$41,515.00
Vendor: SMS AUTOMOTIVE & MARINE INC					
2841	REPAIR/REPLACE SIREN SPEAKERS ON SPD 5 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	315.00		\$315.00
			Total For: SMS AUTOMOTIVE & MARINE INC		\$315.00
Vendor: SONRAY ENTERPRISES LLC					
PAY APP 3	5TH&PINE TRAFFIC SIG SVCS THRU 11/8/24 STREET CAPITAL & PROJECTS STREET MAINTENANCE STREET CAPITAL & PROJECTS	CONSTRUCTION SERVICES - NON CAPITAL TECH SERVICES - ARBORIST/URBAN FORESTER CONSTRUCTION SERVICES - NON CAPITAL	234,946.57 4,375.00 23,303.88		\$262,625.45
			Total For: SONRAY ENTERPRISES LLC		\$262,625.45
Vendor: SOUTH FORK HARDWARE (PARKS)					
394946	PAINT STRAINER BAG - MEMORIAL PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	8.58		\$8.58
394978	BEACH SHOP TOOLS PARK MAINTENANCE & CAPITAL	TOOLS	34.98		\$34.98
394106	GFCI OUTLET, TREE STND - CHRISTMAS PARK MAINTENANCE & CAPITAL GOVERNMENT BUILDING & GROUNDS DIVISION	STREET LIGHTING SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT	92.97 38.99		\$131.96
394151	ATM HIGH AMP FUSE KIT - SNOW BLOWER PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	9.49		\$9.49
394417	NUTS & BOLTS - SHOP SUPPLIES				\$ 27

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2.	t
394361	PARK MAINTENANCE & CAPITAL TRASH BAGS, NUTS & BOLTS - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	OPERATIONAL SUPPLIES/EQUIPMENT	17.83		\$54.55
394229	WNDSHLD WPR FLD, NUTS & BOLTS - ALL PARKS PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	54.55		\$13.86
394851	NUTS & BOLTS - JER JAMES E. RUSSELL SPORTS CENTER FACILITY	VEHICLE & MACH SUPPLIES/PARTS	13.86		\$2.72
395160	NUTS & BOLTS - SPRTS CMLPX PARKING LOT PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	2.72		\$25.20
394948	BELTS FOR BELT SANDER - PICNIC TABLES PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	25.20		\$14.98
395236	SUPPLIES TO REPAINT PICNIC TABLES - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	14.98		\$14.61
395191	BEACH SHOP TOOLS - ALL PARKS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	14.61		\$56.40
		TOOLS	56.40		
Total For: SOUTH FORK HARDWARE (PARKS)					\$385.16
Vendor: SOUTH FORK HARDWARE (PUB WKS)					
394512	WD: 1 1/2" PADLOCKS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	503.58		\$503.58
394851	WWTP: NUTS & BOLTS WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2.72		\$2.72
395528	ST: 4 SETS OF KEYS - ITD CABINET STREET MAINTENANCE	TRAFFIC CONTROL SUPPLIES/EQUIPMENT	11.96		\$11.96
Total For: SOUTH FORK HARDWARE (PUB WKS)					\$518.26
Vendor: SPOKANE FORKLIFT & CONSTRUCTION					
INV-0020377	WWTP: FIXED LEAKING FORKLIFT HOSES WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	1,137.74		\$1,137.74
INV-0021020	WWTP: FORKLIFT REPAIR - ADDITIONAL LEAKING HOSES WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	1,849.75		\$1,849.75
Total For: SPOKANE FORKLIFT & CONSTRUCTION					\$2,987.49
Vendor: SPOKANE TESTING SOLUTIONS					
17770	ANNUAL RANDOM DRUG TEST PROGRAM FEE 2025 CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	200.00		\$200.00
Total For: SPOKANE TESTING SOLUTIONS					\$200.00
Vendor: SQUEEKY'S CUSTOM ACCESSORIES					
4-878	2) SCREEN, FILTER - ROW SNOW PLOWING				\$ 28

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	97.40		
Total For: SQUEEKY'S CUSTOM ACCESSORIES			\$97.40		
Vendor: SRM-KODIAK AMERICA LLC					
KI926	ST: COILS FOR SNOWBLOWER STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	240.60		\$240.60
Total For: SRM-KODIAK AMERICA LLC			\$240.60		
Vendor: STEWART CONTRACTING, INC.					
PAY APP 3	BOYER WTR MAIN - CNSTRCTN THRU 10/18/24 WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	51,309.50		\$51,309.50
PAY APP ONE (BRIDGE ST REHAB - CONSTRCTN THRU 12/9/24 STREET CAPITAL & PROJECTS	CONSTRUCTION SERVICES - NON CAPITAL	89,629.69		\$89,629.69
Total For: STEWART CONTRACTING, INC.			\$140,939.19		
Vendor: STONEWAY ELECTRIC SUPPLY					
S104525240.001	ST: LEVITON SOCKET ADAPTER STREET MAINTENANCE	STREET LIGHTING SUPPLIES/EQUIPMENT	188.06		\$188.06
S104524288.002	ST: PHILIPS LIGHT BULB STREET MAINTENANCE	STREET LIGHTING SUPPLIES/EQUIPMENT	322.46		\$322.46
Total For: STONEWAY ELECTRIC SUPPLY			\$510.52		
Vendor: SUN RENTAL CENTER INC					
296437	TRAILER /LEVER BINDER RENTAL - 3 HOURS EA PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	85.00		\$85.00
Total For: SUN RENTAL CENTER INC			\$85.00		
Vendor: SUPER 1 FOODS INC					
06-4218140	XMAS PARTY HOT FOOD/SALAD CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	253.78		\$253.78
05-3810955	ICE FOR CHRISTMAS PARTY CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	11.56		\$11.56
Total For: SUPER 1 FOODS INC			\$265.34		
Vendor: TIM WINGET					
REIMB 122324	WTP: BOOT REIMB - TIM WINGET FY'25 WATER TREATMENT	UNIFORM & CLOTHING	125.00		\$125.00
Total For: TIM WINGET			\$125.00		
Vendor: TOM DUEBENDORFER					
JANCONTRABA	DANCE BAND PMNT FOR JAN 2025 CONTRA DANCE RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	225.00		\$225.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 2.
Total For: TOM DUEBENDORFER			\$225.00		
Vendor: TORK ELECTRIC INC					
8211	WWTP: WORK ON AERATOR MOTOR WASTEWATER TREATMENT	TECH SERVICES - ELECTRICAL	489.00		\$489.00
8305	WWTP: AIR COMPRESSOR WORK WASTEWATER TREATMENT	TECH SERVICES - ELECTRICAL	294.98		\$294.98
8304	WTP: HEATER FIX IN NORTH OUTBUILDING WATER TREATMENT	TECH SERVICES - ELECTRICAL	1,677.17		\$1,677.17
Total For: TORK ELECTRIC INC			\$2,461.15		
Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					
5922531-202412	DEC BACKGROUND SERVICES (DETECTIVES) POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00		\$135.00
Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC			\$135.00		
Vendor: USA BLUE BOOK					
INV00570426	WWTP: DATA LOGGER PENDANT WASTEWATER TREATMENT	LABORATORY SUPPLIES	94.95		\$94.95
INV00570104	WWTP: LAB SUPPLIES, GLOVES, SLUDGE TUBES WASTEWATER TREATMENT	LABORATORY SUPPLIES	763.99		\$763.99
Total For: USA BLUE BOOK			\$858.94		
Vendor: WASTE MANAGEMENT OF IDAHO INC					
JAN06INVOICE	RESIDENTIAL REFUSE & WASTE CHARGES JAN '25 SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	50,559.96		\$50,559.96
Total For: WASTE MANAGEMENT OF IDAHO INC			\$50,559.96		
Vendor: WELCH COMER & ASSOCIATES INC					
44050010-013	5TH AVE TRAF SGNL DSGN 10/20/24-11/16/24 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	1,427.31		\$1,427.31
Total For: WELCH COMER & ASSOCIATES INC			\$1,427.31		
Vendor: WESTERN STATES EQUIPMENT CO					
IN003025281	ST: LOADER RELAY STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	35.14		\$35.14
IN003022140	ST: LOADER MIRROR AND BRACKET STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	236.18		\$236.18
IN003022136	ST: LOADER MIRROR STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	135.60		\$135.60
IN003030567	ST: LOADER ELECTRIC SYSTEM REPAIR STREET MAINTENANCE	SERVICES - EQUIPMENT - R&M	198.00		\$198.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd Item # 2. t
	STREET MAINTENANCE	SERVICES - EQUIPMENT - R&M	198.00	
	STREET MAINTENANCE	SERVICES - EQUIPMENT - R&M	15.84	
Total For: WESTERN STATES EQUIPMENT CO				\$818.76
Vendor: ZIPLY FIBER				
6269 - 11/22/24	PHONE CHGS - 911 TRANSFER 11/22/24-12/21/24 POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	13.80	\$13.80
5035 - 121324	NORTHVIEW LFT STATION - 12/13/24-1/12/25 WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	63.91	\$63.91
Total For: ZIPLY FIBER				\$77.71

**City of Sandpoint Payroll Breakdown for November 2024
Employee Benefit Compensation Export
From 12/01/2024 - 12/31/2024**

WAGES	MEDICAL	DENTAL	SUPPLEMENTAL	TAXES	RETIREMENT	Employer Total
Total Employer Amount	Total Employer Amount	Total Employer Amount	Total Employer Amount	Total Employer Amount	Total Employer Amount	Total Employer Amount
542,827.61	80,615.13	4,207.50	13,679.64	36,109.94	69,678.51	747,118.33

Payables Total: \$835,994.82
Payroll Total: \$747,118.33

Grand Total: \$1,583,113.15

Councilor Signature: _____ Date: _____

Councilor Name: JOEL AISPURO



AGENDA REPORT

City Council Meeting

TODAY'S DATE: January 7, 2025

MEETING DATE: January 15, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Police Evidence Property Surplus Declaration and Disposal of Unclaimed Property

DESCRIPTION/BACKGROUND:

1. The Sandpoint Police Department seized the following items in a drug-related case, which were subsequently assigned to the department by Bonner County Prosecutor Louis Marshall to help fund police equipment for future drug-related cases. In accordance with the City's Surplus Personal Property Policy, these items are being disposed of, allowing the City to offer surplus property for public sale. It is in the City's best interest to declare these items surplus and dispose of them through liquidation to Grunberg Schloss Collectors' Cabinet, who provided the highest bid.

1. (26) White tubes- \$1 X 50 per sheet
2. (1) Yellow tube- \$1 X 25 per sheet
3. (2) Green tubes- \$2 X 8 per sheet
4. (2) Red tubes- \$2 X 16 per sheet
5. (8) Blue tubes- \$2 X 32 per sheet
6. (2) Brown tubes- \$10 X 8 per sheet
7. (1) Orange tube- \$50 X 8 per sheet
8. (1) Pink tube- \$50 X 16 per sheet
9. (1) Black envelope- \$100 X 4 per sheet
10. Approximately 15 ounces of silver

2. The following items were surrendered to the Sandpoint Police Department and were never claimed. It is in the City's best interest to dispose of the unclaimed property through liquidation to Sunshine Goldmine, who submitted the highest bid.

1. (1) 14k Green Stone Ring
2. (1) 14k Three Stone Ring – White

3. (1) 14k Wrap Band
4. (1) 10k Mother's Ring

STAFF RECOMMENDATION:

Staff recommends City Council to consider approval of the disposition of the surplus personal property listed in Section 1 as allowed per the City's Surplus Personal Property Policy and dispose of the listed unclaimed property as outlined in Section 2.

ACTION:

City Council to approve the disposition of the surplus personal property listed in Section 1 as allowed per the City's Surplus Personal Property Policy and dispose of the listed unclaimed property as outlined in Section 2.

WILL THERE BE ANY FINANCIAL IMPACT? Revenue from sale of surplus and unclaimed property HAS THIS ITEM BEEN BUDGETED? No

ATTACHMENTS:

- Surplus Personal Property Policy
- Surplus Personal and Unclaimed Property Photos
- Grunberg Schloss Collector's Cabinet Valuation
- Spartacus Coins Valuation
- Sunshine Goldmine Valuation

No: 25-
Date: January 15, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SURPLUS PERSONAL PROPERTY DECLARATION AND DISPOSITION

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

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

WHEREAS: The Sandpoint Police Department seized the following items in a drug-related case, which items were subsequently assigned to the Department by the Bonner County Prosecutor to help fund police equipment for future drug-related cases: 26 white tubes- \$1 X 50 per sheet, 1 yellow tube- \$1 X 25 per sheet, 2 green tubes- \$2 X 8 per sheet, 1 red tube- \$2 X 16 per sheet, 8 blue tubes- \$2 X 32 per sheet, 2 brown tubes- \$10 X 8 per sheet, 1 orange tube- \$50 X 8 per sheet, 1 pink tube- \$50 X 16 per sheet, 1 black envelope- \$100 X 4 per sheet, and approximately 15 ounces of silver;

WHEREAS: In accordance with the City's Surplus Personal Property Policy, these items are being disposed of, allowing the City to offer surplus property for public sale, where it is in the City's best interest to declare these items surplus and dispose of them through liquidation to Grunberg Schloss Collectors' Cabinet, who provided the highest bid;

WHEREAS: The following items were surrendered to the Sandpoint Police Department and were never claimed: 1- 14 karat ("k") green stone ring, 1- 14k white three stone ring, 1- 14k wrap band, and 1- 10k mother's ring; and

WHEREAS: It is in the City's best interest to dispose of this unclaimed property through liquidation to Sunshine Goldmine, who submitted the highest bid.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby declares as surplus the seized property and the abandoned/unclaimed property listed above.

BE IT FURTHER RESOLVED THAT: Per State Law and the City's Surplus Personal Property Policy, staff is directed to dispose of this property as stated above.

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

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



CITY OF SANDPOINT SURPLUS PERSONAL PROPERTY POLICY

PHILOSOPHY

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

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

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

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

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

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

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

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

A. Declaration as Surplus

1. Requirements of Declaration

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

2. Nominal Value Surplus Property Exempt

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

B. Authorization to Dispose

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

C. Methods of Disposal

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

1. Sale

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

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

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

2. Transfer

- a. Transfer surplus property to a state, local or federal public agency (city, county, school district, fire district, irrigation district, etc.) in Idaho, pursuant to Idaho Code §§67-2322 – 2325; or
- b. Transfer surplus property of nominal value without public advertisement or auction to a charitable organization that qualifies under Section 501(c)(3) and 501 (c)(19), of the Internal Revenue Code (See Appendix herein), when such transfer renders a benefit to the City and its citizens.

3. Recycle

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

- a. When recycling surplus property for cash or other monetary payment, a Division Supervisor is required to take the property to the recycling facility and accept the cash or monetary payment on behalf of the City. The Division Supervisor shall submit this cash or other monetary payment to Finance Director, along with receipt provided from the recycling facility.

4. Discard

When the above disposal options are not feasible, the City shall discard such surplus property as required by law and staff shall consult with the Procurement Manager for direction and process requirements

PROCEDURES

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

Step One - Declare Surplus Property

A. Identify Property

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

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

B. Retain Records

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

Step Two Disposal Authorization

B. City Council Approval and Authorization

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

C. Disposal and Retention of Records

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

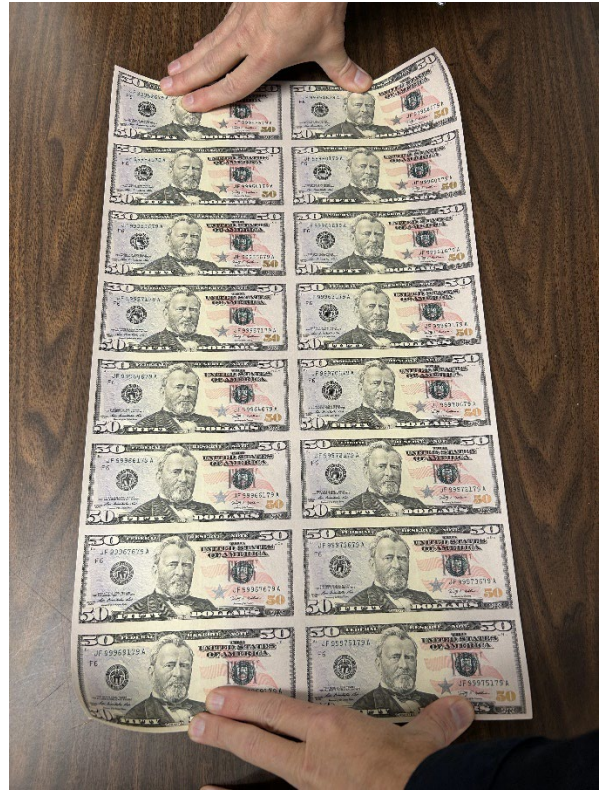
Drafted February 2020

Updated June 2023

Rolls of Sheet Money



One Sheet of Money



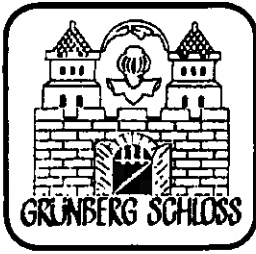
Item # 3.

Ring Lot



Silver Lot





Grünberg Schloss Collectors' Cabinet (208) 263-6060

Located at:
210 N. Triangle Drive
Ponderay, ID 83852
E-Mail: gruner@televar.com

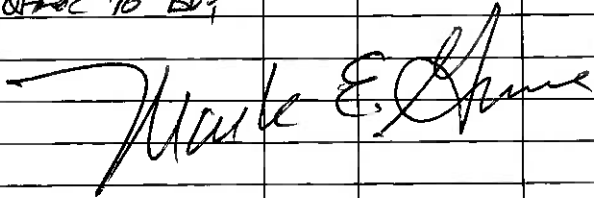
Mailing Address:
P.O. Box 1521
Sandpoint, ID
83864-0868

Cash Check Credit Memo

Name Sandpoint Police Date 12-10-24

Address _____

City, State, Zip _____

QUAN	DESCRIPTION	PRICE	AMOUNT
2	2x8 CURRENCY SHEET	40	80.00
2	2x16	75	150.00
1	1x25	30	30.00
1	10x8	125	250.00
1	100x4	450	450.00
8	2x32	120	960.00
1	50x8	450	450.00
1	50x16	900	900.00
			3270.00
		ST	
15	3 Silver SPOT - \$11.00		
26	1x50	60	1560.00
	PURCHASED PRICES		
	OFFER TO BUY		
			

Spartacus Coins Bullion Collectibles

Federal Firearms Licensed Dealer #98203716

1107 E. Sherman Ave. Coeur d'Alene, ID 83814

208-640-1397

Rel143@gmail.com

SpartacusCoinsBullion.com

PURCHASE RECEIPT

NAME _____

ADDRESS _____

PHONE NO. _____ DATE 12/12/2024

I CERTIFY THAT I AM SELLING ITEMS THAT I AM THE LAWFUL OWNER OF, THAT I HAVE THE RIGHT TO SELL SUCH ITEMS, AND SUCH ITEMS ARE FREE OF CLAIMS, LIENS, AND/OR ENCUMBRANCES. THIS IS NOT A LOAN OR PAWN. WE MIGHT NOT HOLD PRODUCTS PURCHASED FOR RE-SALE. WE MAY SELL OR WHOLESALE BULLION, JEWELRY, SCRAP, AND OTHER PRODUCTS IMMEDIATELY. ALL PURCHASES ARE FINAL.

SIGNATURE: _____

QTY.	DESCRIPTION	PRICE	AMOUNT
①	26 x 50 per SHT \$/oz		
②	+ TUBES OF => \$100 FACE NOTE w/ FACE VALUE NOTE TO EXCEED \$20000		
③	+ VARIOUS TUBES < \$100		
TOTAL TUBES = 43±			
AS LOT SUBJECT TO VERIFICATION			
④ FACE + 10% ON ALL			
⑤ UP TO 20 OUNCES SILVER @ KITCHEN SPOT BID			
PAYMENT RECEIVED (SIGNATURE): _____			TOTAL

Thank You



Sunshine Goldmine
Fine Jewellers & Goldsmiths
110 S. First
Sandpoint, ID 864
208-263-1113

SOLD BY _____ DATE _____

NAME _____

ADDRESS _____

CASH _____ C.O.D. _____ CHARGE _____ ON ACCT _____

14K	green stone ring	115 ⁰⁰
14K	three stone ring - white	88 ⁰⁰
14K	wrap band	75 ⁰⁰
10K	other ring	86 ⁰⁰

RECEIVED BY _____

All claims and returned goods MUST be accompanied by this bill.

2856

THANK YOU



Sunshine Goldmine
Fine Jewellers & Goldsmiths
 110 S. First Ave
 Sandpoint, ID 83864
 208-263-6713

SOLD BY _____ DATE _____

NAME _____

ADDRESS _____

CASH	C.O.D.	CHARGE	ON ACCT
			115 ⁰⁰
			88 ⁰⁰
			75 ⁰⁰
			86 ⁰⁰

RECEIVED BY _____

All claims and returned goods MUST be accompanied by this bill.

2856

THANK YOU

Spartacus Coins Bullion Collectibles
Federal Firearms Licensed Dealer #203716
 1107 E. Sherman Ave. Coeur d'Alene, ID 83814
 208-640-1397
 Rel143@gmail.com
 SpartacusCoinsBullion.com

PURCHASE RECEIPT

NAME _____
 ADDRESS _____
 PHONE NO. _____
 DATE 12 12 2024

I CERTIFY THAT I AM SELLING THESE ITEMS THAT I AM THE LAWFUL OWNER OF, THAT I HAVE THE RIGHT TO SELL SUCH ITEMS, AND SUCH ITEMS ARE FREE OF CLAIMS, LIENS, AND/OR ENCUMBRANCES. THIS IS NOT A LOAN OR PAWN. I WILL NOT HOLD PRODUCTS PURCHASED FOR RE-SALE. WE MAY SELL OR WHOLESALE BULLION, JEWELRY, SCRAP, AND OTHER PRODUCTS IMMEDIATELY. ALL PURCHASES ARE FINAL.

SIGNATURE: _____

QTY.	DESCRIPTION	PRICE	AMOUNT
①	26 x 50 1/2 HT 2/10		
②	+ TUBES OF > \$100 FACE NOTE w/ FACE VALUE NOTE TO EXCEED 10000		
③	+ VARIOUS TUBES < \$100		
TOTAL TUBES = 13 ±			
AS LOW SUBJECT VERIFICATION			
④	FA + 10% ON ALL		
⑤	UP TO 20 OUNCES SILVER W/ KITCHEN SPOT BID		

PAYMENT RECEIVED (SIGNATURE): _____

TOTAL _____

Thank You



AGENDA REPORT

City Council Meeting

TODAY'S DATE: December 30th, 2024

MEETING DATE: January 15th, 2025

TO: Mayor Jeremy Grimm, Sandpoint City Council

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Approve Purchase Order 25-1453 to Pierce Auto Center for purchase of two trucks

DESCRIPTION/BACKGROUND:

The Parks Maintenance Division is requesting approval for the purchase of 2025 – 1500 Dodge Tradesman Trucks from Pierce Auto Center. These trucks will replace two aging trucks from their fleet: a 2001 Ford Ranger and a 1999 Ford Ranger. The trucks require replacement due to excessive rust and increased costs for repairs due to age of trucks. The initial amount budgeted in FY25 was \$72,000. Vehicle costs have increased since initial budget was approved and the required amount for purchase is \$77,816. The additional amount will be funded using Parks Maintenance budgeted funds.

The trucks being replaced will be brought to Council for surplus declaration at a later date and placed on public auction for sale.

Quotes for similar trucks were received from Mike White Ford and Alpine Motors, with Pierce Auto Center having the lowest price.

STAFF RECOMMENDATION:

Staff recommends council approve PO 25-1453 to Pierce Auto Center for the purchase of two 1500 Tradesman Quad Cab 4x4 trucks.

ACTION:

Approve PO 25-1453 to Pierce Auto Center for the purchase of two 1500 Tradesman Quad Cab 4x4 trucks.

WILL THERE BE ANY FINANCIAL IMPACT? Yes

HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS:

Proposed Resolution

No: 25-
Date: January 15, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PURCHASE OF BUDGETED VEHICLES FOR COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT – PARKS DIVISION (PO #25-1453)

WHEREAS: As provided in the current FY2025 Budget, the Community Planning and Development Department seeks approval for the purchase of two new vehicles for the Parks Division from Pierce Automotive to replace two aging (1999 and 2001) Ford Rangers with two new Dodge 1500 Tradesman Quad Cab 4x4 trucks;

WHEREAS: Since the budget was set and approved at \$72,000 for this purchase several months ago, the final quote for the same vehicles previously estimated is now \$39,909 per vehicle, for a total of \$77,816 for the two trucks, with Council approval now required for this purchase;

WHEREAS: There will be no financial impact on other City funds or budgets, as the additional cost above the \$72,000 budgeted will be covered by existing Parks Maintenance funds, and the retired trucks will be auctioned, with proceeds returning to the general fund; and

WHEREAS: Quotes for similar vehicles were also received from other local dealerships Mike White Ford and Alpine Motors, with Pierce Auto Center offering the lowest price.

NOW, THEREFORE, BE IT RESOLVED THAT: Purchase Order #25-1453 for the purchase of the two (2) pickup trucks described above from Pierce Auto Center in the total amount of \$77,816.00, 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: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, the Mayor or authorized designee is hereby permitted to execute the documents necessary to effect this purchase.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



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

DATE	P.O. NO.
12/20/2024	25-1453

Item # 4.

SUPPLIER:
 VENDOR: 004356
 PIERCE AUTO CENTER
 JD PIERCE INC 30 GUN CLUB RD
 SAGLE, ID 83860
 PH: (208) 263-4212 FX: (208) 263-2067
 EMAIL: PAMHAGERMAN@PIERCEAUTOCENTER.COM

SHIP TO:
 102 BRIDGE STREET
 SANDPOINT, ID 83864

Description: 2025 1500 TRADESMAN QUAD CAB 4X4 WITH 6'4" BOX DT6L41

Item No.	QTY	Unit	Description	Unit Price	Amount
2025 1500 DODG E TRADE SMAN TRUCK S	2.00	Units	2025 1500 DODGE TRADESMAN TRUCKS	38,908.00	

Total: \$77,816.00

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

PIERCE AUTO CENTER
30 GUN CLUB RD
SAGLE, ID 838609345

2 Trucks Built the same
Configuration Preview
Base Model
no adds.

Item # 4.

Date Printed: 2024-12-05 4:06 PM
Estimated Ship Date: VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 022UN City of Sandpoint
FAN 2:
Client Code:
Bid Number: TB5062
PO Number:

Sold to: PIERCE AUTO CENTER (26836)
30 GUN CLUB RD
SAGLE, ID 838609345
Ship to: PIERCE AUTO CENTER (26836)
30 GUN CLUB RD
SAGLE, ID 838609345

Vehicle: 2025 1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 ft 4 in Box) (DT6L41)

	Sales Code	Description	MSRP(USD)
Model:	DT6L41	1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 ft 4 in Box)	44,125
Package:	23A	Customer Preferred Package 23A	0
	ERG	3.6L V6 24V VVT eTorque Engine Upg I	0
	DFT	8-Spd Auto 850RE Trans (Make)	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	MDA	Front License Plate Bracket	0
	YEP	Manuf Statement of Origin	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	171	Zone 71-Los Angeles	0
	4EA	Sold Vehicle	0
	4FA	Special Bid-Ineligible For Incentive	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB5062	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,995

Total Price: 46,120

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Salesperson:
Customer Name:
Customer Address: USA

PSP Month/Week:
Build Priority: 99

38,908 x 2 = 77,816
Title 24 per unit
48 total.

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

PIERCE AUTO CENTER
30 GUN CLUB ROAD
SAGLE ID 83860
208-263-4212

**RETAIL PURCHASE AGREEMENT
[MOTOR VEHICLE PURCHASE CONTRACT]**

CUST#: 6433

Purchaser's Name(s): CITY OF SANDPOINT Deal #: 5494
Date: 12/16/2024
Address: 1123 LAKE STREET SANDPOINT ID 83864 County: BONNER
Telephone (1): 208-263-3379 Telephone (2): N/A DOB: N/A
E-Mail: AP@SANDPOINTIDAHO.GOV D.L./State I.D.#: 82-6000258 Issuing State: ID Exp. Date: N/A

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. The Odometer Reading for the Vehicle you are purchasing is accurate unless indicated otherwise. Please refer to the Federal Mileage Statement for full disclosure.

YEAR <u>2025</u>	MAKE <u>RAM</u>	MODEL <u>1500</u>	COLOR <u>White</u>	STOCK NO. <u>order</u>
VIN/SERIAL NO. <u>(2) Trucks base model Quip</u>		ODOMETER READING <input type="checkbox"/> Not Accurate	SALESPERSON	
THE VEHICLE IS: <input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> CONSIGNMENT		PRIOR USE DISCLOSURE: <input type="checkbox"/> DEMONSTRATOR <input type="checkbox"/> EXECUTIVE/OFFICIAL (Pre-Driven) <input type="checkbox"/> RENTAL <input type="checkbox"/> PRIOR LEASE <input type="checkbox"/> OTHER		

WARRANTY STATEMENT		CASH PRICE OF VEHICLE	77816.00
<p>We are selling this Vehicle to you AS-IS and we expressly disclaim all warranties, express and implied, including any implied warranties of merchantability and fitness for a particular purpose, unless the box beside "Used Vehicle Limited Warranty Applies" is marked below or we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction. Any warranties by a manufacturer or supplier other than our Dealership are theirs, <u>not</u> ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and the related goods and services. CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) The information you see on the window form for this Vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. <u>Traducción española: Vea Párrafo 13.</u></p> <p><input type="checkbox"/> Used Vehicle Limited Warranty Applies. We are providing the attached Limited Warranty in connection with this transaction. Any implied warranties apply for the duration of the Limited Warranty.</p>		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		DEALER DOCUMENTATION FEE*	N/A
		TOTAL SELLING PRICE	77816.00

TRADE-IN VEHICLE INFORMATION			
Year:	Make:	Model:	Color:
N/A	N/A	N/A	N/A
VIN/Serial No:	Odometer Reading:		
N/A	<input type="checkbox"/> Not Accurate N/A		
Trade-In Allowance:	Balance Owed & Lienholder:		
N/A	N/A		

OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS		TITLE FEE	48.00
<input type="checkbox"/> PLEASE SEE THE DELIVERY CONFIRMATION		N/A	N/A
		N/A	N/A
		N/A	N/A

**The Deposit/Down Payment received from you is not refundable, except as set forth in this Retail Purchase Agreement. In the case of a Deposit, we will refrain from selling the Vehicle for N/A days.

X _____

*Dealer Documentation Fee: This fee is not required by Law. It is an optional fee charged by our Dealership to cover our costs for providing administrative and documentary services in connection with this transaction.

Please see the Conditional (Spot) Delivery Agreement and Paragraph 16.

YOU AND THE DEALER HAVE AGREED THAT THE MOTOR VEHICLE WILL BE DELIVERED TO YOU PRIOR TO THE PURCHASE. IF FINANCING CANNOT BE ARRANGED ON THE TERMS AND WITHIN THE TIME PERIOD AGREED UPON IN THE MOTOR VEHICLE PURCHASE CONTRACT, THE CONTRACT IS NULL AND VOID.

AMOUNT TO BE FINANCED (See Paragraphs 12 and 16)	77864.00
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I have read all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser _____

Accepted by Authorized Dealership Representative _____

N/A
Purchaser _____

DealerCAP



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

DATE	P.O. NO.
12/20/2024	25-1453

Item # 4.

SUPPLIER:
 VENDOR: 004356
 PIERCE AUTO CENTER
 JD PIERCE INC 30 GUN CLUB RD
 SAGLE, ID 83860
 PH: (208) 263-4212 FX: (208) 263-2067
 EMAIL: PAMHAGERMAN@PIERCEAUTOCENTER.COM

SHIP TO:
 102 BRIDGE STREET
 SANDPOINT, ID 83864

Description: 2025 1500 TRADESMAN QUAD CAB 4X4 WITH 6'4" BOX DT6L41

Internal Use Only: TWO DODGE 2025 1500 TRADESMAN QUAD CAB 4X4 WITH 140" BED (DT6L41)
 HAVE TWO QUOTES FROM MIKE WHITE FORD AND ALPINE MOTORS.

Item No.	QTY	Unit	Description	Unit Price	Amount
2025 1500 DODG E TRADE SMAN TRUCK S	2.00	Units	2025 1500 DODGE TRADESMAN TRUCKS	38,908.00	
			01-5200-7741-0000-52099002	77,816.00	

Total: \$77,816.00

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



AGENDA REPORT

City Council Meeting

TODAY'S DATE: January 7, 2025

MEETING DATE: Januray 15, 2025

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: Second Amendment to the Professional Services Agreement for the Bridge Street Bridge Rehabilitation Project with Keller Associates, Inc. (City Agreement No. A24-2410-3).

DESCRIPTION/BACKGROUND:

Built in 1969, Sandpoint's Bridge Street Bridge over Sand Creek is now 55 years old. This bridge connects downtown Sandpoint to City Beach and the Lake Water Treatment Plant. The Idaho Transportation Department (ITD) conducts biennial inspections of the bridge to ensure public safety in line with the National Bridge Inspection Standards (NBIS). The City's 2021 Multimodal Transportation Master Plan (MTMP) identified the bridge as functionally obsolete and in need of replacement.

Recognizing the time required to secure project funding, the City engaged Keller Associates in 2023 to develop a Feasibility Plan recommending essential rehabilitation work for the next decade. This plan proposed protective measures, such as applying a protective coating to the steel shell piles, to maintain the bridge's structural integrity. Under Professional Services Agreement No. A24-340-3, Keller Associates was contracted to design these rehabilitation measures.

On August 21, 2024, City Council approved design of the Bridge Street Bridge Rehabilitation project and authorized staff to finalize the construction documents and advertise the project for construction bids (Resolution 24-058).

On August 21, 2024, the City Council approved the design and authorized the finalization of construction documents and solicitation of bids. Following the competitive bid process, Stewart Contracting, Inc. was selected as the lowest responsive and responsible bidder for a total amount of \$445,200, including an add alternative for pedestrian bridge steel shell pile rehabilitation. Construction is now underway.

The Professional Services Agreement with Keller Associates' Professional Services agreement needs to be amended to include services during construction. These services will support quality assurance and include regular inspection services to verify compliance with project plans and specifications and Engineer-of-record oversight to confirm all work meets established design standards.

This amendment will increase the not-to-exceed amount of Keller's agreement from \$70,000 to \$110,550, reflecting the additional scope of work required during the construction phase.

STAFF RECOMMENDATION:

Staff recommends that Council approve the Second Amendment to Professional Consultant Services Agreement for the Bridge Street Bridge Rehabilitation Project s with Keller Associates, Inc. (City Agreement A24-2410-3), increasing the maximum not-to-exceed amount to \$110,550.00.

ACTION:

Move to approve the Second Amendment to Professional Consultant Services Agreement for the Bridge Street Bridge Rehabilitation Project s with Keller Associates, Inc. (City Agreement A24-2410-3), increasing the maximum not-to-exceed amount to \$110,550.00.

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

ATTACHMENTS:

1. Proposed Resolution
2. A24-2410-3 Keller Associates – Professional Services Agreement Second Amendment
3. A24-2410-3 Keller Associates – Professional Services Agreement First Amendment - Executed
4. A24-2410-3 Keller Associates – Professional Services Agreement - Executed

No: 25-
Date: January 15, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SECOND AMENDMENT TO AGREEMENT WITH KELLER ASSOCIATES, INC., FOR PROFESSIONAL SERVICES RELATED TO BRIDGE STREET BRIDGE REHABILITATION (CITY AGREEMENT A24-2410-3)

WHEREAS: Built in 1969, and connecting downtown Sandpoint to City Beach and the Lake Water Treatment Plant, Sandpoint's Bridge Street bridge over Sand Creek is now 55 years old;

WHEREAS: The Idaho Transportation Department (ITD) conducts biennial inspections of the bridge to ensure public safety in line with the National Bridge Inspection Standards (NBIS), with the City's 2021 Multimodal Transportation Master Plan (MTMP) identifying the bridge as functionally obsolete and in need of replacement;

WHEREAS: Recognizing the time required to secure project funding, the City engaged Keller Associates ("Keller") in 2023 to develop a Feasibility Plan recommending essential rehabilitation work for the next decade, with Keller contracted to design these rehabilitation measures under Professional Services Agreement No. A24-340-3;

WHEREAS: On August 21, 2024, under Resolution 24-058, City Council approved design of the Bridge Street Bridge Rehabilitation Project and authorized staff to finalize the construction documents and advertise for bids, with a \$445,200 contract awarded to Stewart Contracting, Inc., the lowest responsive and responsible bidder, on October 16, 2024, under Resolution 24-075, which includes an add alternative for pedestrian bridge steel shell pile rehabilitation;

WHEREAS: Construction is now underway and, at this time, Keller's agreement needs to be amended to include services during construction to support quality assurance and regular inspection services to verify compliance with project plans and specifications and Engineer-of-Record oversight to confirm all work meets established design standards; and

WHEREAS: This amendment will increase the not-to-exceed amount of Keller's agreement from \$70,000 to \$110,550, reflecting the additional scope of work required during the construction phase.

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, approval is hereby granted to the Mayor or his authorized designee to execute the amendment to the agreement referenced herein.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

This is part of the **Agreement between Owner and Engineer for Professional Services** dated of **[October 30, 2023]**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Second Amendment**

The Effective Date of this Amendment is: January 15, 2025

Background Data

Effective Date of Owner-Engineer Agreement: October 30, 2023

Owner-Engineer Agreement No.: A24-2410-3

Owner: City of Sandpoint

Engineer: Keller Associates, Inc., 601 Sherman Avenue, Suite 1, Coeur d'Alene, ID 83864

Project: Bridge Street Bridge Rehabilitation Project

Nature of Amendment:

XX Modification of payment to Engineer and Engineer Rates (attached hereto for reference)

Agreement Summary:

Original agreement amount:	\$74,000.00
Net change for prior amendments:	N/A
This amendment amount:	\$36,550.00
Adjusted Agreement amount:	\$110,550.00

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit B.

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Modified Exhibit K – Amendment to Owner-Engineer Agreement.
EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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

Keller Associates, Inc.

By: _____
Print name: Jeremy Grimm

Signed by: _____
By: Donn Carnahan
Print name: Donn Carnahan

Title: Mayor

Title: Principal

Date Signed: _____

Date Signed: 1/8/2025

Modified Exhibit K – Amendment to Owner-Engineer Agreement.
EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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and American Society of Civil Engineers. All rights reserved.

This is part of the **Agreement between Owner and Engineer for Professional Services** dated of [October 30, 2023].

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
First Amendment**

The Effective Date of this Amendment is: October 1, 2024

Background Data

Effective Date of Owner-Engineer Agreement: October 30, 2023

Owner-Engineer Agreement No.: A24-2410-3

Owner: City of Sandpoint

Engineer: Keller Associates, Inc., 601 Sherman Avenue, Suite 1, Coeur d’Alene, ID 83864

Project: Bridge Street Bridge Rehabilitation Project

Nature of Amendment:

 XX Modification to Schedule of Services

Description of Modifications:

Delete Paragraph 3.02.A in its entirety and replace with the following:

- A. Engineer shall complete its obligations no later than May 30, 2025. Specific periods of time for rendering services, or specific dates by which services are to be completed, are provided in Exhibit A, and are hereby agreed to be reasonable.

Agreement Summary:

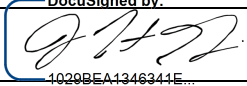
Original agreement amount:	\$74,000.00
Net change for prior amendments:	N/A
This amendment amount:	N/A
Adjusted Agreement amount:	\$74,000.00


The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit B.

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

ENGINEER:
Keller Associates, Inc.

DocuSigned by:

By: _____
Print name: Jeremy Grimm
Title: Mayor
Date Signed: 11/21/2024

Signed by:

By: _____
Print name: Donn Carnahan
Title: Principal
Date Signed: 11/21/2024

Modified Exhibit K – Amendment to Owner-Engineer Agreement.
EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

**AGREEMENT
BETWEEN OWNER AND CONSULTANT
FOR PROFESSIONAL SERVICES**

TASK ORDER EDITION

THIS IS AN AGREEMENT effective as of October 30, 2023 (“Effective Date of the Agreement”) between City of Sandpoint, 1123 Lake Street, Sandpoint, Idaho 83864 (“Owner”) and Keller Associates, Inc., 601 Sherman Avenue, Suite 1, Coeur d’Alene, ID 83814 (“Consultant”). Other terms used in this Agreement are defined in Article 7.

From time-to-time, the Owner may request that the Consultant 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 Consultant further agree as follows:

ARTICLE 1 – SERVICES OF CONSULTANT

1.01 Scope

- A. Consultant’s services will generally include services for Roadway and Stormwater projects, specifically, planning, design, and cost estimating associated with roadways, pavement maintenance, and stormwater conveyance/treatment.
- B. Consultant’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 and deliverables to be provided. Electronic correspondence and exchange of plans and deliverables is the preferred method of communication.
- C. This Agreement is not a commitment by Owner to Consultant to issue any Task Orders.
- D. Consultant shall not be obligated to perform any prospective Task Order unless and until Owner and Consultant agree as to the particulars 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 **\$74,000.00**.

1.02 Task Order Procedure

- A. Owner and Consultant shall agree on the scope, time for performance, and basis of compensation for each Task Order. With respect to the scope of Consultant’s services, each specific Task Order. Each duly executed Task Order shall be subject to the terms and conditions of this Agreement.
- B. Consultant will commence performance as set forth in the Task Order.

- C. Consultant 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 Consultant 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 September 30, 2024.
- 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. Consultant 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 Consultant, such periods of time or dates are changed, or the orderly and continuous progress of Consultant’s services is impaired, or Consultant’s services are delayed or suspended, then the time for completion of Consultant’s services, and the rates and amounts of Consultant’s compensation, shall be adjusted equitably.
- C. If Owner authorizes changes in the scope, extent, or character of the Specific Project, or Consultant’s services, then the time for completion of Consultant’s services, and the rates and amounts of Consultant’s compensation, shall be adjusted equitably.

ARTICLE 4 – INVOICES AND PAYMENTS

4.01 Invoices

- A. *Preparation and Submittal of Invoices:* Consultant shall prepare invoices in accordance with its standard invoicing practices, the terms of Exhibit A, and the specific Task Order. Consultant shall submit its invoices to Owner on a monthly basis. 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 Consultant and then to principal.
- B. *Failure to Pay:* If Owner fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant’s invoice, then:

1. amounts due Consultant 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. Consultant 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 Consultant for any such suspension.
- C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Consultant 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 Consultant's services or compensation under the Task Order, then Consultant may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Consultant for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Consultant is entitled under the terms of Exhibit C 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*

- A. If a Construction Cost limit for a Specific Project is established between Owner and Engineer in a Task order, then such Construction Cost limit and Engineer's rights and responsibilities with respect thereto will be governed by Exhibit F, Construction Cost Limit, which shall be attached to and incorporated in the Task Order. If no Construction Cost limit is established in a Task Order, then Exhibit F does not apply.

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 Consultant under this Agreement will be the care and skill ordinarily used by members of the

MODIFIED EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.

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subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Consultant.

- B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Consultant's services. Consultant shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. *Subconsultants:* Consultant may retain such subconsultants as Consultant 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, Consultant 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. Consultant and Owner shall comply with applicable Laws and Regulations.
- F. At all times material hereto, the Consultant shall keep and maintain a policy or policies of insurance covering losses resulting from general liability, personal injury and property loss, in amounts no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate, for any losses sustained as a result of performance of its duties and responsibilities under this Agreement, naming the Owner as an additional insured on each such policy or policies of insurance. The Consultant shall provide the Owner with proof of such insurance for the entire term of this Agreement. The Consultant shall also keep and maintain an automobile insurance policy or policies for each of its employees, in the same amounts stated above, insuring against losses related to operation of its vehicles in performance of its duties under this Agreement, naming the Owner as an additional insured on each such policy or policies. All employees of the Consultant are deemed its employees only, and Consultant shall be responsible for carrying proper Workers' Compensation coverage on any such employees. Proof of automobile insurance coverage and Workers' Compensation coverage shall also be provided to the Owner for the entire term of this Agreement.
- G. Consultant 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. Consultant 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. Consultant's services do not include providing legal advice or representation.
- J. Consultant'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.

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 Consultant are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Consultant (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Consultant) 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 Consultant 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 Consultant 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 Consultant 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 Consultant: Consultant shall indemnify and hold the CITY, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise, to the extent caused by Consultant 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. Consultant 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 Consultant's services or pertinent to Consultant's performance under the Task Order. Upon Owner's request, Consultant shall provide a copy of any such item to Owner at cost.

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 Consultant, 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 Consultant. Owner may enter into similar agreements with other professionals for the same or different types of services contemplated hereunder, and Consultant 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 Consultant, including all exhibits identified in Article 8.
 - 2. *Basic Services*—The services to be performed for or furnished to Owner by Consultant 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

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. *Consultant*—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 Consultant has entered into this Agreement and for which Consultant'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 Consultants, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Consultant under a specific Task Order are a part.
9. *Subconsultants*—Individuals or entities having a contract with Consultant to furnish services with respect to a Specific Project as Consultant's independent professional associates, subcontractors, or vendors.
10. *Task Order*—A document executed by Owner and Consultant, including amendments if any, stating the scope of services, Consultant'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 Consultant, 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 Consultant 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 Consultant 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 Consultant with respect to the Specific Project, and supersedes all prior written or oral understandings. Such a Task Order may only be amended,

A24-2410-3

supplemented, modified, or canceled by a written instrument duly executed by both parties.

8.03 *Designated Representatives*

A. With the execution of this Agreement, Consultant and Owner shall designate specific individuals to act as Consultant's and Owner's representatives with respect to the services to be performed or furnished by Consultant 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 *Consultant's Certifications*

A. Consultant 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.


- 3. This is to certify that Consultant and its agents is not owned or operated by the government of China, nor will it be owned or operated by the government of China during the duration of any and all contracts entered into.

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A24-2410-3

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on Page 1.

OWNER: City of Sandpoint

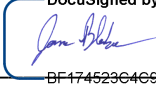
By: _____
DocuSigned by:

1B9D758A93AC428...

Print Name: Shelby Rogstad

Title: Mayor

Date Signed: 11/30/2023

CONSULTANT:

By: _____
DocuSigned by:

BF174523C4C949A...
 James Bledsoe

Print Name: _____

Title: Principal

Date Signed: 11/14/2023

Address for Owner's receipt of notices:
 1123 Lake Street
 Sandpoint, Idaho 83864

Address for Consultant's receipt of notices:
 601 Sherman Avenue, Suite 1
 Coeur d'Alene, ID 83814

Designated Representatives:

Owner: City of Sandpoint

Name: Holly Ellis, Construction Manager

Phone Number: (208) 946-2087

Email: Hellis@sandpointidaho.gov

Engineer: Keller Associates, Inc.

Name/Title: Ben Davis, Project Manager

Phone Number: (208) 201-2026

Email: bdavis@kellerassociates.com

This is **EXHIBIT A**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Consultant for Professional Services – Task Order Edition** dated [10/30/2023].

Payments to Consultant 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 Consultant 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. Hourly rates are as follows:

Personnel Classification	2023 Hourly Rate
Project Engineer - I	\$105 - \$130
Project Engineer - II	\$130 - \$170
Project Engineer - III	\$170 - \$220
Project Manager - I / II	\$145 - \$170
Project Manager - III	\$170 - \$225
Structural - I / II	\$105 - \$170
Structural - III	\$170 - \$220
Chief Engineer/Structural Engineer	\$270
CAD - I / II	\$75 - \$130
CAD - III	\$135 - \$150
CAD Manager	\$180
Electrical/Controls - I / II	\$110 - \$170
Electrical/Controls - III	\$175 - \$220
Principal	\$230 - \$275
Survey - I / II	\$80 - \$145
Professional Surveyor PLS	\$145 - \$180
Field Representative	\$110 - \$140
Engineering Student	\$75

Administration - I	\$75 - \$90
Administration - II	\$90 - \$110

4. Other Billing Terms and Fees are as follows:
- Mileage: Billed at Federal Rate (currently \$0.655 per mile)
 - Per Diem: \$60.00 per day
 - Reimbursable Expenses at Cost x 1.05
 - Subconsultant Expenses at Cost x 1.10
 - After Hrs. & Weekend Field Work at Cost x 1.25
 - Seepage Testing Equipment: \$800/month (1 month minimum charge)
 - Flow Meter Equipment: \$1,100/month/meter (1 month minimum charge)
 - 3D Survey Scanner Equipment: \$575/day
 - Remote Bathymetric Survey Equipment: \$700/day
 - UTV: \$120/day
 - Specialty Software - Project specific
 - The Title Code Billing Rates are effective January 1, 2023 and will be adjusted each January of subsequent years
 - New employees may be added throughout the year



AGENDA REPORT

City Council Meeting

TODAY'S DATE: January 7, 2025

MEETING DATE: January 15, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve A24-1530-2 Lake City Law Group PLLC Revised Legal Services Agreement First Amendment

DESCRIPTION/BACKGROUND:

The City of Sandpoint originally entered into a legal services agreement with Lake City Law Group PLLC in 2019, with annual renewals which have been approved by City Council. Lake City Law Group PLLC is the City Council appointed City Attorney. The 2023 Revised Agreement A24-1530-2 was approved by City Council under Resolution 23-095 and this First Amendment to Agreement will renew the agreement for one additional year as provided for in the original agreement. The renewal term under this First Amendment shall be October 01, 2024 thru September 30, 2025.

STAFF RECOMMENDATION:

Staff recommends City Council approve A24-1530-2 Lake City Law Group PLLC Revised Legal Services Agreement First Amendment.

ACTION:

City Council to approve A24-1530-2 Lake City Law Group PLLC Revised Legal Services Agreement First Amendment.

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

ATTACHMENTS:

Proposed Resolution

A24-1530-2 Lake City Law Group PLLC Revised Legal Services Agreement

A24-1530-2 Lake City Law Group PLLC Revised Legal Services Agreement First Amendment

No: 25-
Date: January 15, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: FIRST AMENDMENT TO LEGAL SERVICES AGREEMENT WITH LAKE CITY LAW GROUP, PLLC (CITY AGREEMENT A24-1530-2)

WHEREAS: The City of Sandpoint originally entered into a legal services agreement with Lake City Law Group, PLLC, in 2019, with annual renewals approved by City Council;

WHEREAS: Lake City Law Group Partner Fonda Jovick is Sandpoint's City Attorney, appointed by the Revised Agreement approved by Council on December 20, 2023, under Resolution 23-095;

WHEREAS: This First Amendment will renew the agreement for one additional year, as provided in the original agreement; and

WHEREAS: The new renewal term shall run with the City's current fiscal year, October 1, 2024, thru September 30, 2025.

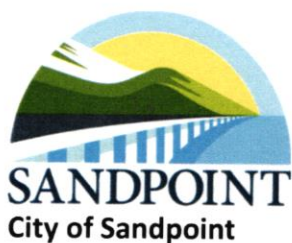
NOW, THEREFORE, BE IT RESOLVED THAT: The First Amendment to Legal Services Agreement with Lake City Law Group, PLLC, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

BE IT FURTHER RESOLVED THAT: On behalf of the City, the Mayor or authorized designee, as provided by the City's Procurement Process and Signature Authority Policy for Goods, Services, and Construction, as further outlined in the City of Sandpoint Procurement Policy, is authorized to sign the Revised Agreement referenced herein.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



1123 Lake Street
Sandpoint, Idaho 83864

**AGREEMENT A24-1530-2
FIRST AMENDMENT**

Date: January 15, 2025

Agreement Title: A24-1530-2 Lake City Law Revised Legal Services

Agreement Execution Date: October 01, 2024

Attorney: Lake City Law Group, PLLC

This First Amendment to Revised Legal Services Agreement A24-1530-2 shall become part of the original Agreement. All other terms and conditions of the original agreement not modified through this First Amendment shall remain in full force and effect.

Summary: Amend Section 7 to renew the agreement as provided for in the original agreement.

- A. **Section 7** shall be amended to renew the agreement for one (1) additional year, with a revised termination date of September 30, 2025. The City of Sandpoint and Contractor hereby agree to amend or modify the above referenced Agreement as set forth herein.

City of Sandpoint

Lake City Law Group, PLLC.

Jeremy Grimm
Mayor

Date

Fonda L. Jovick

Date

1/8/25

Attest:

Melissa Ward
City Clerk

Date

REVISED LEGAL SERVICES AGREEMENT

THIS REVISED LEGAL SERVICES AGREEMENT, effective the 20th day of December, 2023, by and between THE CITY OF SANDPOINT, a political subdivision of the State of Idaho, hereinafter called the "City," and LAKE CITY LAW GROUP PLLC, a professional limited liability company doing business in the State of Idaho, hereinafter called "Lake City Law".

WHEREAS, the City is authorized by Idaho Code Section 50-204 to retain an attorney for legal services; and

WHEREAS, Lake City Law maintains a law practice in the State of Idaho, specifically in the Cities of Coeur d'Alene, St. Maries and Sandpoint, Idaho; and

WHEREAS, the Mayor and City Council have determined that it would be in the best interests of the City to retain Lake City Law to provide legal services to the City.

NOW THEREFORE, for and in consideration of the terms and conditions set forth herein, the parties agree as follows:

1. The City hereby retains Lake City Law for the purpose of providing legal services to the City, pursuant to Idaho Code Section 50-208A.

2. Fonda L. Jovick of Lake City Law shall serve as City Attorney for the City, as prescribed by Idaho Code Section 50-204.

3. The services to be provided by Lake City Law are as follows:

The handling of routine legal matters (Routine Services), including, but not limited to: attendance at regularly scheduled City Council meetings, and regularly scheduled meetings and public hearings of the Planning and Zoning Commission; weekly meetings with either the Mayor or City Administrator; preparation of simple ordinances, orders or resolutions for the City; the review of contracts and agreements affecting the City; the review of routine matters affecting the enforcement of the City Code, zoning regulations and/or building codes; and the provision of routine legal advice and opinions to the City.

The handling of specialized, or additional, services (Specialized Services), including, but not limited to: representing the City in litigation and/or administrative proceedings; enforcement of the City's Code provisions, zoning regulations and building standards through administrative or judicial proceedings; providing advice and counsel on complex regulatory matters, such as enforcement actions by state or federal agencies; contested personnel matters; negotiations with vendors for providing services to or by the City; and other related matters.

It is agreed that Lake City Law will not be required to prosecute criminal violations which are presently contracted to the Bonner County Prosecuting Attorney.

It is further agreed that while Fonda L. Jovick will serve as City Attorney, other lawyers of Lake City Law will provide legal services to the City. Fonda L. Jovick and Zachary Jones will represent the City through its Planning and Zoning Commission; Peter C. Erbland and Andrew P. Doman will represent the City as special counsel and in litigation; and Erik P. Smith will represent the City in litigation prevention, risk management and land use.

In addition to the fees specified above, the City agrees to reimburse Lake City Law all necessary and reasonable expenses incurred in the representation of the City in any of the matters specified above, including, but not limited to, filing fees, recording fees, lodging, meals, travel costs and expert witness fees, if necessary.

4. It is agreed that Lake City Law shall be compensated for its services as follows:

(a). A monthly retainer in the amount of \$3,000.00, per month, for up to twenty (20) hours, per month, shall be paid by the City to Lake City for the provision of the Routine Services identified herein. Lake City Law shall be entitled to additional compensation, as described below, for any additional time spent providing the Routine Services in excess of twenty (20), per month.

(b). For Specialized Services, and for any time in excess of the twenty hours per month for the Routine Services, Lake City Law shall be compensated at an hourly rate of Two Hundred Dollars (\$200) per hour, for all legal services provided by a partner of the firm. If advantageous to the City, associate attorneys of the firm may assist in providing the services provided for herein, and shall be billed at One Hundred Seventy-Five Dollars (\$175) per hour. Similarly, any paralegal time shall be billed at One Hundred Dollars (\$100) per hour.

5. The parties agree that Lake City Law is an independent contractor and is not an employee of the City. Unless notified otherwise, Fonda L. Jovick shall act as the primary contact for the firm.

6. The City agrees that any request for legal services will be made through the City Administrator, or the Mayor, to Lake City Law.

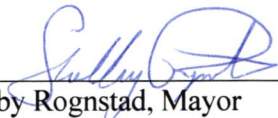
7. This agreement shall be for a period of one (1) year, commencing the 1st day of October, 2023, and continuing for a period of one (1) year, or until terminated by mutual agreement, whichever is longer. This Agreement may be renewed for additional, one (1) year terms, on such terms and conditions as the parties may agree to, in writing, but in no event shall the City be obligated to provide any additional term or terms as part of this Agreement.

8. This is to certify that Lake City Law Group and its agents is not owned or operated by the government of China, nor will it be owned or operated by the government of China during the duration of any and all contracts entered into with all of its clients.

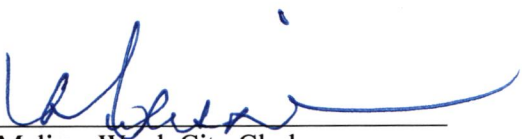
This Agreement shall bind and be obligatory upon, and shall inure to the benefit of the successors and assigns of the respective parties hereto, and time in all things is of the essence hereof.

Signed this 20th day of December, 2023.

CITY OF SANDPOINT, IDAHO



Shelby Rognstad, Mayor



Melissa Ward, City Clerk

LAKE CITY LAW GROUP PLLC.



By: Fonda L. Jovick



CITY COUNCIL MEETING MINUTES

December 18, 2024 at 5:30 PM

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

Call to Order

The regular meeting of the Sandpoint City Council was called to order by Mayor Jeremy Grimm at 5:33 p.m. on Wednesday, December 18, 2024, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
 Councilor Deb Ruehle, Council President
 Councilor Joel Aispuro
 Councilor Justin Dick (*arrived at 5:44 p.m.*)
 Councilor Kyle Schreiber
 Councilor Pam Duquette
 Councilor Rick Howarth

Note: Councilor Dick was absent at roll call, arriving at 5:44 p.m. during staff reports.

Mayor Grimm reported that the agenda had been amended after its original posting, noting that the first amendment added Item 11 for Council confirmation of the Mayor's appointment of Holly Ellis as Public Works Director. That amendment was made and the agenda was reposted more than 48 hours prior to the meeting; therefore, Council approval was not required for that amendment. He further reported that the agenda was re-amended the day of the meeting to make an adjustment to Item 7, noting that staff was still seeking authorization to apply for an Idaho Parks and Recreation Waterways Improvement Fund grant, but instead of a project to undertake improvements that would enable low-water moorage and year-round use of the boat launch at this time, staff has a plan to direct these particular funds, if awarded, to parking and dock improvements, which Community Planning and Development Director Jason Welker would explain during his presentation and as reflected within the updated resolution uploaded to the meeting packet earlier in the day.

Motion, pursuant to Idaho Code § 74-204(4)(b), to approve the agenda, re-amended and posted December 18, 2024, reflecting a change to the resolution that is proposed under Item 7.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

Absent: Councilor Dick

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for comments from the public regarding Consent Calendar and Old/New Business items on the agenda and other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Announcements and Reports

Mayor Grimm thanked Planning and Zoning Commissioners John Hastings and Amelia Boyd, whose terms on the Commission are coming to a close. He also thanked Council and staff for all of their good work over the course of the past year, noting a number of accomplishments.

Councilors provided reports from the City's citizen advisory boards on which they serve as Council liaison.

Department Directors provided reports on projects and activities in their respective departments, with Central Services Director Cheryl Hughes announcing in particular that City Hall would be closing early (at noon) on Christmas Eve, December 24.

Information only; no Council action.

Appeal Hearing

1. Hearing and Decision on Appeal of Denial of McGhee Development Water Service Application

Mayor Grimm announced that Council would hear an appeal on City staff's decision to deny water service to the proposed McGhee Subdivision development in the City of Ponderay, followed by the Appellant's presentation, with Appellant's attorney Norm Semanko, Appellant Dick Vilelli, and Scott McNee, an engineer with Ardurra, making their case to appeal the denial decision and fielding questions from the Mayor and Council.

City of Sandpoint Civil Engineer Brandon Staglund provided a staff presentation. Preston Love, an engineer with City consulting firm Murraysmith, also provided information, and both fielded questions from the Mayor and Council members, as did City Attorney Fonda Jovick.

Mr. Semanko provided rebuttal testimony and final remarks.

As Council deliberation began, Council members voted unanimously to postpone a decision on this matter to their January 15, 2024, regular meeting. Ms. Jovick noted that the record was now closed, and there should be no discussion amongst or by Council members regarding this matter from this moment until deliberation and a decision is considered by Council during their meeting on January 15.

Motion made by Councilor Aispuro, Seconded by Councilor Ruehle.

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

Following the appeal hearing, the Mayor called for a brief recess at 7:05 p.m., with Council concurring. The meeting reconvened at 7:15 p.m.

Consent Calendar

Mayor Grimm noted for the record the amount of bills presented for payment approval, followed by a motion to approve the Consent Calendar, as shown below.

Motion made by Councilor Schreiber, Seconded by Councilor Howarth.

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

2. The minutes from Council's December 4, 2024, Regular Meeting were approved as presented.
3. The bills presented in the amount of \$1,072,488.92 for regular payables were approved for payment.
4. The Mayor's Citizen Advisory Board appointments were approved as follows: William Mitchell, Planning and Zoning Commission, 02/01/2025-01/31/2028, and William Valentine and Carol Deaner, Arts, Culture & Historic Preservation Commission, 01/01/2025-12/31/2027.
5. **Resolution 24-083** Change Order No. 3 to SCADA Upgrades Professional Services Agreement with B & E Electric, Inc. (City Agreement A24-3401-1) - approved

Old/Unfinished Business - none

New Business

As reflected below, Council voted to move Agenda Item 9, update on parking requirements at 56 Bridge Street (hotel at City Beach), to be heard earlier, prior to Item 7.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

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

6. **Resolution 24-084** Updating City of Sandpoint Procurement and Contract Policy

Following a brief presentation by Ms. Hughes, who fielded a number of questions from the Council members, Council approved this resolution as shown below.

Motion made by Councilor Ruehle, Seconded by Councilor Duquette.

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

9. Mr. Welker provided an update on parking requirements at 56 Bridge Street (hotel at City Beach), with discussion amongst the Mayor and Council members and questions fielded by staff. Information only; no Council action.

7. **Resolution 24-085** Authorizing a Grant Application to the Idaho Department of Parks and Recreation Waterways Improvement Fund for City Beach Parking Lot and Dock Improvements

Following a presentation on the proposals to apply for Idaho Parks and Recreation Waterways Improvement Fund and RV Fund grants, provided by Mr. Welker and Parks Planning and Development Manager Maeve Nevins-Lavtar, who fielded questions from Council members, the resolutions authorizing these grant applications were approved as reflected below.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

8. **Resolution 24-086** Authorizing a Grant Application to the Idaho Department of Parks and Recreation Recreational Vehicle (RV) Fund for Improvements to the RV Park at City Beach

Motion made by Councilor Aispuro, Seconded by Councilor Howarth.

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

10. City Planner Bill Dean provided a presentation on zoning code observations and possible updates for the coming year. Information only; no Council action.

11. Confirmation of Mayor's Appointment of Holly Ellis as Public Works Director - **action item**

Following questions from Councilor Schreiber, fielded by Mayor Grimm, Council unanimously confirmed the appointment of Holly Ellis as City of Sandpoint Public Works Director, effective December 16, 2024.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

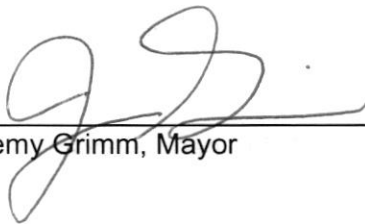
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm administered the Oath of Office to Ms. Ellis. Mr. Welker and Ms. Hughes, whose appointments were previously confirmed by Council, also took the oath of office.

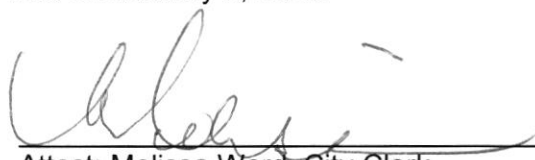
Adjourn

With no further business on the agenda, the meeting was adjourned at 9:12 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during a special meeting held on January 8, 2025.



Jeremy Grimm, Mayor



Attest: Melissa Ward, City Clerk



AGENDA REPORT

City Council Meeting

TODAY'S DATE: January 9, 2025

MEETING DATE: January 15, 2025

TO: Sandpoint City Council and Mayor Grimm

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Presentation on Potential Land Acquisition for North End Extension of Sandpoint-Dover Community Trail

DESCRIPTION/BACKGROUND:

This staff report outlines an opportunity for the City of Sandpoint to purchase a 2.53-acre Union Pacific Railroad Right of Way (UP ROW), which would provide critical recreational and transportation benefits to the community. Through communication with the Railroad, we believe the City can acquire the property below its appraised value of \$740,000.

The Union Pacific Right of Way is a 50-foot-wide, 500-yard-long corridor connecting Larch Street to North Boyer Avenue. Currently an unmaintained former rail line overgrown with weeds, this property represents a unique opportunity to enhance connectivity, recreation, and public infrastructure for Sandpoint residents.

The corridor is strategically located near the Kaniksu Health medical facility, the Milltown multi-family development (including subsidized senior and low-income housing), and single-family neighborhoods along North Boyer Avenue. Its acquisition would enable the City to transform this space into a linear park and trail, extending the heavily-used Dover to Sandpoint Shared-Use Pathway northward from its current terminus at Larch Street.

If purchased, the UP ROW would be designated as part of the City's park system and, in the future, developed into a linear park with a non-motorized pathway. This pathway would:

1. **Enhance Connectivity:** Provide a key pedestrian and bicycle link between Sandpoint's downtown commercial core and residential neighborhoods to the north.
2. **Support Recreation:** Create a safe, accessible recreational space for walking, cycling, and other outdoor activities.
3. **Serve Adjacent Neighborhoods:** Directly benefit residents of nearby multi-family developments, including low-income and senior housing, by providing access to outdoor recreation and improved mobility.
4. **Reduce Vehicle Dependency:** Encourage alternative transportation modes and reduce traffic congestion by offering a convenient non-motorized route for commuting and leisure.

The Union Pacific Railroad has invited the City to make an offer to purchase the property at a price of \$659,000, which is \$81,000 below its appraised value of \$740,000. The purchase would be funded using Parks Land Acquisition Development Impact funds, which are specifically designated and restricted for park expansion. While initial development of the pathway and park amenities would require additional funding, this purchase secures the land for future improvements as financial resources become available.

If Council directs staff to proceed, the next steps for staff are:

1. Make a final offer for the purchase to Union Pacific Railroad.
2. Begin preliminary planning for pathway development, including public engagement and funding strategy.
3. Coordinate with the Parks and Recreation Division to include the project in future capital improvement plans.

STAFF RECOMMENDATION:

Staff recommends the City Council approve the purchase of the Union Pacific Railroad Right of Way for \$659,000. This acquisition represents a strategic investment in Sandpoint's recreational infrastructure and connectivity, ensuring long-term benefits for the community's growing population.

ACTION:

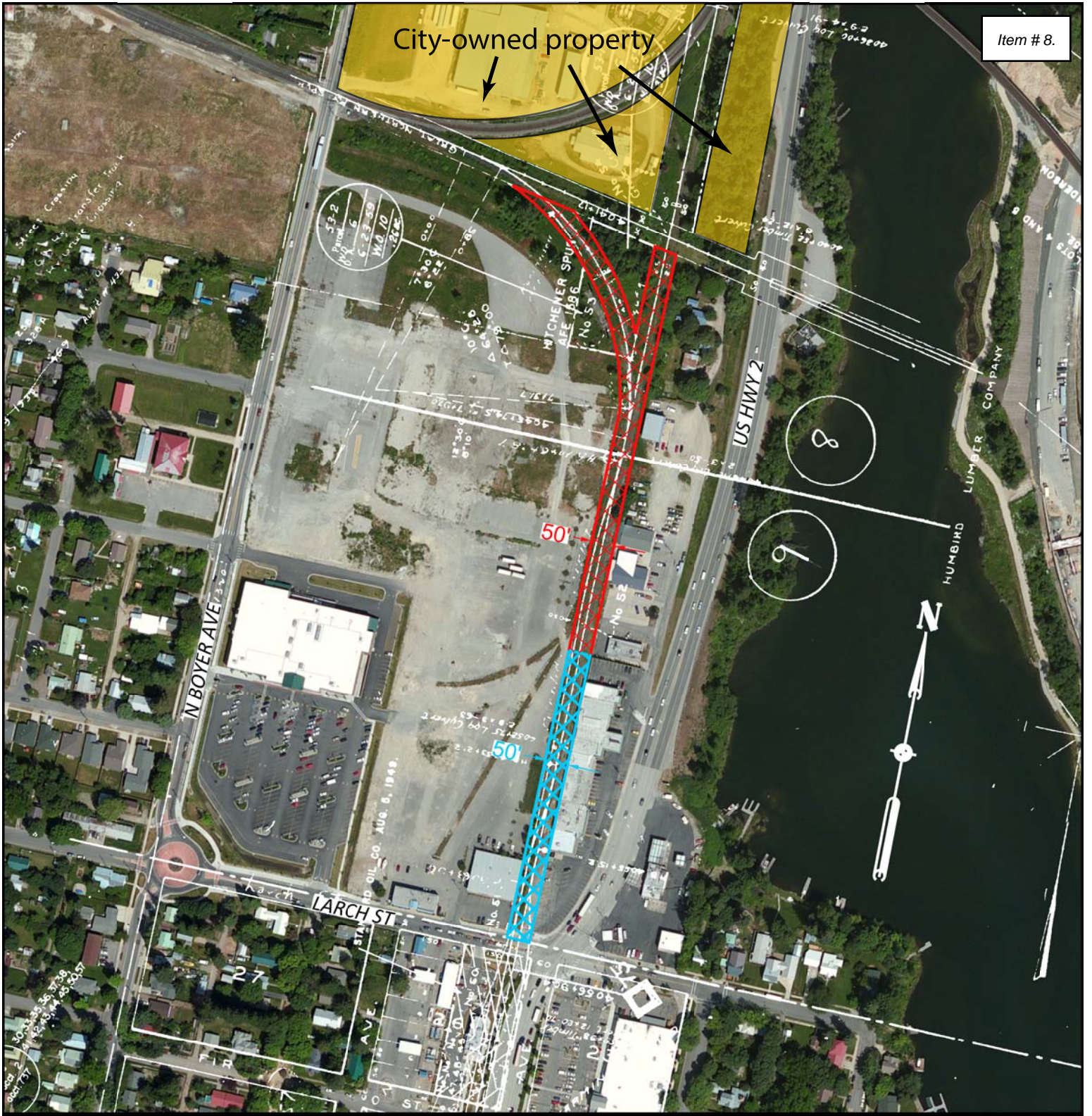
No action is being taken tonight. This presentation is informational only. A resolution will be brought to the next council meeting if council determines this is a worthwhile course of action.

WILL THERE BE ANY FINANCIAL IMPACT? No **HAS THIS ITEM BEEN BUDGETED?** No

ATTACHMENTS:

Property Description UP RoW

City-owned property



LEGEND:

- SALE AREA 0.78 AC.
- SALE AREA 1.53 AC.
- TOTAL SALE AREA 2.31 AC.
- UPPRCO. R/W OUTLINED - - - - -

NOTE: BEFORE YOU BEGIN ANY WORK, SEE AGREEMENT FOR FIBER OPTIC PROVISIONS.

EXHIBIT "A"

UNION PACIFIC RAILROAD COMPANY

SANDPOINT, BONNER COUNTY, ID

M.P. 75.14 - SPOKANE SUB.

SIRR V1 - S15

SCALE: 1" = 400'

OFFICE OF REAL ESTATE

OMAHA, NEBRASKA DATE: 7-21-2015

RRM FILE: 02323-37

CADD FILENAME 0232337.DGN

SCAN FILENAME 0232337_ID1VS15.TIF