



CITY COUNCIL MEETING AMENDED AGENDA

September 16, 2026 at 5:30 PM

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

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

Public Comment

Consent Calendar - **action item**

1. Approval of Minutes from Council's August 26, 2026, Special Council Meeting - **action item**
2. Approval of Minutes from Council's September 2, 2026, Regular Council Meeting - **action item**
3. Payables Report / Approval of Bills for Payment - **action item**
4. Mayor's Memo re: Board Appointments (*confirmation action items below*)
5. Confirmation of Mayor's Appointment to Sandpoint Parking Committee: Brynn Williams-Woodruff - **action item**
6. Confirmation of Mayor's Appointment to Sandpoint Parking Committee: Scott Wilburn - **action item**
7. Confirmation of Mayor's Appointment to Sandpoint Parking Committee: Erin Riseborough - **action item**
8. Confirmation of Mayor's Appointment to Sandpoint Parking Committee: Luke Omodt - **action item**
9. Confirmation of Mayor's Appointment to Sandpoint Parking Committee: Bob Clark - **action item**
10. Proposed Resolution: Engaging Magnuson-McHugh-Dougherty, CPA's for the Fiscal Year Ending September 30, 2026 Audit – **action item**

Public Hearing

11. Public Hearing: Amending Title 9, Chapters 1 and 3 - **action item**

Old/Unfinished Business

12. City Beach RV Park Improvements: Project Scope, Funding Options, and Direction - **action item**

New Business

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.

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

Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.

After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.

For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



CITY COUNCIL SPECIAL MEETING/WORKSHOP MINUTES

August 26, 2026 at 5:30 PM

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

Call to Order

Mayor Grimm called the special meeting of the Sandpoint City Council to order at 5:32 p.m. on Wednesday, August 26, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
 Councilor Deb Ruehle, Council President
 Councilor Joel Aispuro *arrived at 5:42 p.m.*
 Councilor Kyle Schreiber
 Councilor Pam Duquette
 Councilor Joe Tate
 Councilor Joshua Torrez *arrived at 5:45 p.m.*

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel serving as sergeant-at-arms for the meeting: Police Lieutenant Michael Aerni.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Workshop

1. Downtown Revitalization Phase Three Project

City Public Works Director Holly Ellis, City Project Manager Eric Bush, and Matt Gillis and Cody Hodgson of Welch Comer Engineers presented design alternatives for the Downtown Revitalization Phase Three Project and responded to questions from Council.

Council discussion generally indicated a preference for Concept 2, with safety, neighborhood access, bicycle and pedestrian connectivity, construction cost, property impacts, and tree preservation identified as key considerations. No formal motion or final selection was made during the meeting.

Adjourn

With no further business before the Council, the meeting was adjourned at 7:26 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 meeting held _____, 2026.

 Jeremy Grimm, Mayor

 Attest: Meri Jane Bohn, City Clerk



CITY COUNCIL MEETING MINUTES

September 02, 2026 at 5:30 PM

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

Call to Order

Mayor Grimm called the regular meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, September 2, 2026, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

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

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel serving as sergeant-at-arms for the meeting: Police Lieutenant Steven Chamberlain.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm reported that the agenda had been amended the day before to move Council Approval: Mural Carousel of Smiles PM26-0004 action item from under New Business and moved to the Consent Calendar, explaining that, because an amendment was made and posted less than 48 hours prior to the meeting, per Idaho Code, the amended agenda could not become effective until Council voted to accept it.

Motion to accept the amendment and proceed with the amended agenda.

Motion made by Councilor Duquette, Seconded by Councilor Tate.

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

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

At the request and invitation of the Mayor, Department directors provided updates and reports on activities in their respective departments.

Public Comments

Mayor Grimm recited the rules and procedure for public comment during the meeting and offered an opportunity for members of the public to speak on topics included on the agenda or other general matters relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

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

1. The Minutes from Council's August 19, 2026, regular meeting were **approved** as presented.
2. The bills presented were **approved** for payment in the amount of \$1,050,540.60 (\$235,961.57 for regular payables and \$814,579.03 for payroll).
3. Final written approval for Skyway Estates PS26-0001 - **approved**
4. **Resolution 26-054** Third Amendment to Lease Agreement with the Bonner County Historical Society - **approved**
5. The Mural Carousel of Smiles PM26-0004 was **approved** as presented.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

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

Old/Unfinished Business

6. Update on the City Beach RV Park Design Project

Community Planning and Development Director Jason Welker provided a brief update on the City Beach RV Park Design Project and fielded questions from Councilors. Staff will return with an update following discussions with Idaho Department of Parks and Recreation (IDPR) Information only; no Council action.

New Business

7. **Resolution 26-055** Construction Contract with North Point Trenchless LLC for the 2026 Sewer Lateral Tap Replacement Project (Agreement A26-3257-4)

Public Works Director Holly Ellis presented the proposed project and details to replace 45 failing sewer lateral connections to reduce inflow and infiltration (I&I) into the City's sewer system. She fielded questions by Councilors.

Councilor Ruehle moved to approve the Construction Contract Agreement A26-3257-4 with North Point Trenchless LLC for \$155,220, seconded by Councilor Schreiber.

Motion made by Councilor Ruehle, Seconded by Councilor Schreiber.

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

Executive Session

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

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

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

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

Reconvene and Adjourn

Following conclusion of the executive session, the regular meeting was reconvened and then immediately adjourned at 7:14 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 meeting held _____, 2026.

Jeremy Grimm, Mayor

Attest: Meri Jane Bohn, City Clerk



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 09/03/2026 THROUGH 09/16/2026

Item # 3.

Page: 1/24

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: AARON & HILARY SNYDER				
03-05480.07	UB REFUND FOR ACCOUNT: 03-05480.07 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	74.65	\$74.65
Total For: AARON & HILARY SNYDER				\$74.65
Vendor: ABBY HELANDER				
06-02507.02	UB REFUND FOR ACCOUNT: 06-02507.02 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	58.32	\$58.32
Total For: ABBY HELANDER				\$58.32
Vendor: ACCESS UNLIMITED AND SECURITY, INC.				
5094	JER CAMERA SUBSCRIPTION & CLOUD BACKUP - 08.08.26-.08.07.27 JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SASS - VIDEO SURV/REC/CONF	1,852.00	\$1,852.00
Total For: ACCESS UNLIMITED AND SECURITY, INC.				\$1,852.00
Vendor: ACCURATE TESTING LABS LLC				
157097	WWTP: DISSOLVED ORGANIC CARBON (1) (2026080340) WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	90.00	\$90.00
157270	WTP: TOTAL SUSPENDED SOLIDS - SANDCREEK WATER TREATMENT	TECH SERVICES - LABORATORY	45.00	\$45.00
Total For: ACCURATE TESTING LABS LLC				\$135.00
Vendor: ALPINE MOTORS COMPANY INC				
166798	SPD: BLOWN FUSES TROUBLESHOOTING - '20 DURANGO SPD16 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	90.00	\$90.00
Total For: ALPINE MOTORS COMPANY INC				\$90.00
Vendor: AMERICAN FIRST AID SUPPLY				
CW-2048	SPD: FIRST AID CABINET RE-STOCK MAY 7TH 2026 POLICE DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	131.56	\$131.56
Total For: AMERICAN FIRST AID SUPPLY				\$131.56
Vendor: AQUA PLUMBING 2.0 INC				
32040	WTP: DRAIN PLUMBING SERVICES SAND CREEK WATER TREATMENT	SERVICES - BUILDING - R&M	225.00	\$225.00
32632	FIRE: NEW STOVE GAS LINE - CH FIRE DEPT			\$29,000.00

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv Item # 3.
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	293.88	
Total For: AQUA PLUMBING 2.0 INC				\$518.88
Vendor: AQUATIC WEED SOLUTIONS INC				
1154	PARKS: ANNUAL TREATMENT AQUATIC INVASIVE SPECIES (FY26) PARK MAINTENANCE & CAPITAL	TECH SERVICES - INVASIVE SPECIES	40,000.00	\$40,000.00
Total For: AQUATIC WEED SOLUTIONS INC				\$40,000.00
Vendor: ASAP SERVICES INC				
133676095	MONTHLY CUSTODIAL SERV CITY HALL, COMMUNITY HALL & JER - AUG'26 GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	2,240.00	\$4,955.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,080.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - CUSTODIAL	1,310.00	
	JAMES E. RUSSELL SPORTS CENTER FACILITY	SERVICES - CUSTODIAL	325.00	
Total For: ASAP SERVICES INC				\$4,955.00
Vendor: AT&T MOBILITY II, LLC				
287339154011X	WIRELESS PHONE/DATA - FIRE AUG'26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	132.08	\$132.08
287339153398X	WIRELESS PHONE/DATA CHGS - PARKS AUG'26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	113.55	\$173.03
	RECREATION	TELEPHONE - WIRELESS	24.74	
	CITY BEACH CONCESSIONS	TELEPHONE - WIRELESS	34.74	
287339152904X	WIRELESS PHONE/DATA CHGS - CITY HALL AUG'26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	69.93	\$69.93
287336485071X	WIRELESS PHONE/DATA - POLICE AUG'26 INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	635.90	\$635.90
287339151180X	WIRELESS PHONE/DATA - PUBLIC WORKS AUG'26 RECREATION	TELEPHONE - WIRELESS	37.85	\$974.47
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	75.70	
	PUBLIC WORKS ADMINISTRATION	TELEPHONE - WIRELESS	140.53	
	WATER TREATMENT	TELEPHONE - WIRELESS	107.33	
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	551.49	
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	61.57	
287354932666X	MONTHLY VEHICLE GPS TRACKING AUG'26 WASTEWATER TREATMENT	SOFTWARE/SAAS - IMAGERY/TRACKING	63.96	\$747.62
	WASTEWATER COLLECTIONS	SOFTWARE/SAAS - IMAGERY/TRACKING	62.22	
	WATER DISTRIBUTION	SOFTWARE/SAAS - IMAGERY/TRACKING	112.22	

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
2873364850701	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - IMAGERY/TRACKING	428.66		
	WATER TREATMENT	SOFTWARE/SAAS - IMAGERY/TRACKING	80.56		
	WIRELESS PHONE/DATA CHGS - POLICE JUL'26				\$617.06
	INFORMATION TECHNOLOGY DIVISION	TELEPHONE - WIRELESS	617.06		
	Total For: AT&T MOBILITY II, LLC				\$3,350.09
Vendor: AUTO HAUS INC					
23-00060.01	UB REFUND FOR ACCOUNT: 23-00060.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	117.45		\$117.45
Total For: AUTO HAUS INC					\$117.45
Vendor: AVISTA UTILITIES					
4707730000	08.2 MONTHLY UTILITIES 07.17.26 - 08.18.26 (FY26)				\$44,275.55
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	2,015.00		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,056.10		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	46.13		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	23.33		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	127.78		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	833.47		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	39.68		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	2,460.14		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	20.43		
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	122.44		
	STREET MAINTENANCE DIVISION	ELECTRICITY	10,614.25		
	PARK MAINTENANCE & CAPITAL	ELECTRICITY	1,794.24		
	WATER TREATMENT	ELECTRICITY	12,231.14		
	WASTEWATER COLLECTIONS	ELECTRICITY	1,064.81		
	WASTEWATER TREATMENT	ELECTRICITY	8,949.42		
	RECREATION	ELECTRICITY	29.86		
	STREET MAINTENANCE DIVISION	ELECTRICITY	654.19		
	WATER DISTRIBUTION	ELECTRICITY	238.09		
	GOVERNMENT BUILDING & GROUNDS DIVISION	ELECTRICITY	49.98		
	JAMES E. RUSSELL SPORTS CENTER FACILITY	ELECTRICITY	1,905.07		
0838870000	08.1 MONTHLY UTILITIES 07.20.26-08.19.26 ONTARIO ST. GENERAL GOVERNMENT PROJECTS	ELECTRICITY	53.87		\$53.87
Total For: AVISTA UTILITIES					\$44,321.87
Vendor: BARREL 33					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
0000254572	REFUND OF UNUSED MURAL PERMIT FEES UNCLASSIFIED	ACCOUNTS PAYABLE	181.88		
Total For: BARREL 33					\$181.88
Vendor: BIG SKY ID CORP					
25024-CO1-5	A25-3170-2 BRIDGE ST. RETAINING WALL/SIDEWALK - APP 5 FINAL STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	18,789.43		
Total For: BIG SKY ID CORP					\$18,789.43
Vendor: BILLING DOCUMENT SPECIALISTS					
107440	UTILITY BILLING SPECIAL MAILER & AUG' 26 LATE NOTICES				\$4,249.40
	UTILITY BILLING	TECH SERVICES - UTILITY BILLING	11.22		
	UTILITY BILLING	POSTAGE	42.89		
	WATER TREATMENT	PRINTING AND BINDING	1,424.20		
	WATER TREATMENT	POSTAGE	2,771.09		
Total For: BILLING DOCUMENT SPECIALISTS					\$4,249.40
Vendor: BONNER COUNTY DAILY BEE					
0000052219-071	BCDB#8035 NOPH - O'CONNELL ESTATES SUBDIVISION PLANNING DIVISION	ADVERTISING	56.20		\$56.20
0000053994	BCDB#8137 SUMM. OF ORDINANCE 6-1 & 6-2 PUBLIC PRKING REG. POLICE DEPARTMENT	ADVERTISING	70.06		\$70.06
Total For: BONNER COUNTY DAILY BEE					\$126.26
Vendor: BONNER COUNTY ECONOMIC					
IREDP	BCEDC SUSTAINING MEMBERSHIP DUES (FY26) CENTRAL SERVICES DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	4,000.00		\$4,000.00
Total For: BONNER COUNTY ECONOMIC					\$4,000.00
Vendor: BONNER COUNTY PROSECUTING ATTY					
BCPA093	FY26 - PROSECUTING ATTORNEY SERVICE AUG'26 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,366.66		\$7,366.66
Total For: BONNER COUNTY PROSECUTING ATTY					\$7,366.66
Vendor: BRADFORD B ORNDORFF					
04-02320.11	UB REFUND FOR ACCOUNT: 04-02320.11 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	59.31		\$59.31
Total For: BRADFORD B ORNDORFF					\$59.31
Vendor: BROWN'S NORTHSIDE					
S178005	WD/WWC: OIL FILTER & BATTERY WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	6.29		\$20

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	197.77		
Total For: BROWN'S NORTHSIDE					\$204.06
Vendor: CAMILLE CAVEN & DANTE KEMINK					
08-05500.06	UB REFUND FOR ACCOUNT: 08-05500.06 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	169.57		\$169.57
Total For: CAMILLE CAVEN & DANTE KEMINK					\$169.57
Vendor: CC VENDOR - WELLS FARGO					
121976	COURTRESERVE SUBSCRIPTION 08/27/2026 - 09/27/2026 JAMES E. RUSSELL SPORTS CENTER FACILITY	SOFTWARE/SAAS - RECTRAC/REC1/TEAMSIDELIN	199.00		\$199.00
8714422	IDAHO DMV: '26 FORD RANGER EXEMPT PLATES APPLICATION FEE CENTRAL SERVICES DEPARTMENT	CAPITAL EQUIPMENT & MACHINERY	23.57		\$23.57
INV952640 INV9	WITMER: VOLUNTEER FIREFIGHTER PPE HELMETS (6) & BOOTS FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	494.34		\$494.34
178769R	SPD: EXTRICATION GLOVES REPLACEMENT PPE - RETURN FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	(11.19)		\$(11.19)
178769	SPD: EXTRICATION GLOVES REPLACEMENT PPE FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	11.19		\$11.19
2001	N6 FIRE TACTICS: LOCK PICK KIT (1) FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	24.00		\$24.00
112-7068605-20	AMZN: VINYL CEMENT FOR REPAIR 1191 FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	20.98		\$20.98
03142019625631	HARBOR FREIGHT: SHOP: CABLE WINCH & WHEEL CHOCKS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	16.99		\$50.97
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	16.99		
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	16.99		
4734	HARBOR FREIGHT: SHOP: JAW PULLER SET WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	13.33		\$39.99
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	13.33		
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	13.33		
5889736	CERTUS: FUSION TRAINING ADA ICC TRAINING - P. SKON BUILDING DIVISION	TRAINING AND TRAVEL	157.00		\$157.00
747448	ICMA: MEMBERSHIP RENEWAL C. HUGHES (FY26) CENTRAL SERVICES DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	200.00		\$200.00
54459529251186	WMT: SPD: 32" VIZIO TV, MOUNT & CABLE - CHIEF'S OFFICE POLICE DEPARTMENT	FACILITY SUPPLIES	233.84		\$233.84
113-3168593-75	AMZN: ERGONOMIC OFFICE CHAIR				\$1

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	119.69		
113-5065054-77	AMZN: POST ITS, AIR FRESHNER & ALUMINUM TRAYS (30CT)				\$43.52
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	43.52		
113-6209587-24	AMZN: AAA BATT. (36CT) PAPER CLPS & COPY PAPER (5000SHTS)				\$69.93
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	69.93		
746880	ICMA: CITY ENGINEER JOB POSTING 8/13/26				\$175.00
	PUBLIC WORKS ADMINISTRATION	ADVERTISING	175.00		
037601	SUPER 1: ICE FOR SUMMER BBQ (16 BAGS)				\$36.48
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	36.48		
98748	STAPLES: CARDSTOCK, MEGA SHARPIE, DOUBLE STICK TAPE				\$30.77
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	30.77		
048403	YOKES: RIBS/BBQ SAUCE FOR SUMMER BBQ				\$335.22
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	335.22		
00088578	SAFEWAY: SODA, CHIPS, ROLLS, PINEAPPLE - SUMMER BBQ				\$101.38
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	101.38		
00007610	SAFEWAY : SODA, ALUMINUM FOIL, ROLLS & BUNS - SUMMER BBQ				\$125.85
	CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	125.85		
4165001233	GODADDY: CITYOFSANDPOINT.COM RENEWAL				\$23.19
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - DOMAIN SSL	23.19		
113-4022301-19	AMZN: LEGAL PADS & CANOPY - RESILIENCY FUND. BADGE HOLDER & NOTEBOO				\$110.39
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	90.44		
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	19.95		
95001159061862	USPS: SPD: POSTAGE DNA SHIPPING - SP50				\$3.83
	POLICE DEPARTMENT	POSTAGE	3.83		
196512	ARROWHEAD FORENSICS: TENT, TYVEK BAGS & RED TAPE - RESILIENCY FUND				\$220.73
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	220.73		
113-5712402-73	AMZN: SQUARE FOLDABLE TABLE - RESILIENCY FUND				\$47.77
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	47.77		
113-6886934-47	AMZN: POP UP 10X10 CANOPY - RESILIENCY FUND				\$139.99
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	139.99		
112-6276397-71	AMZN: RECHARGEABLE FLASHLIGHT FOR SP42 - M. NOBLE				\$101.99
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	101.99		
112-7022596-37	AMZN: SPD: SALINE SOLUTION - DETECTIVES				\$30.48
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	30.48		
112-3958095-50	AMZN: ORANGE TRAFFIC CONES & FREEZE DRIED MEALS - RESILIENCY FUND				\$352.91
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	352.91		
29916290626635	WMT: SPD: 50" VIZIO - TV PATROL ROOM				\$2

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv Item # 3.
	POLICE DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	208.00	
112-1018027-19	AMZN: LINE DO NOT CROSS (1000 FT)- RESILIENCY FUND			\$99.99
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	99.99	
112-8196406-41	AMZN: PLASTIC BARRICADES (4) - RESILIENCY FUND			\$592.00
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	592.00	
112-0732988-21	AMZN: HONDA EU2200I 2200 WATT INVERTER GENERATOR - RESILIENCY FUND			\$1,099.00
	CENTRAL SERVICES DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,099.00	
3456-329847	OREILLY: SPD: JCASE PATROL VEHICLE FUSES			\$15.39
	POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	15.39	
244341	FRY CREEK ANIMAL CLINIC: HUNTER - 3 YR RABIES VACCINATION			\$35.00
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	35.00	
108205	FAR-NORTH LOGO SHOP: ST: HI-VIS SCREEN PRINTING (13)			\$102.20
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	102.20	
108194	FAR-NORTH LOGO: WD/WWC: HI-VIS SCREEN PRINTING (13)			\$189.80
	WATER DISTRIBUTION	UNIFORM & CLOTHING	94.90	
	WASTEWATER COLLECTIONS	UNIFORM & CLOTHING	94.90	
FS5671465	PW: XL HI VIS VEST (1)			\$26.88
	PUBLIC WORKS ADMINISTRATION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	26.88	
Total For: CC VENDOR - WELLS FARGO				\$5,881.07
Vendor: CHRISTENSEN, NATE				
REIMB081826	WD: BOOT REIMBURSMENT - N. CHRISTENSEN (FY26)			\$125.00
	WATER DISTRIBUTION	UNIFORM & CLOTHING	125.00	
Total For: CHRISTENSEN, NATE				\$125.00
Vendor: CHRISTOPHER J CONLAN				
22-01930.00	UB REFUND FOR ACCOUNT: 22-01930.00			\$362.93
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	362.93	
Total For: CHRISTOPHER J CONLAN				\$362.93
Vendor: CITY OF SANDPOINT				
9022026	FIELD & COURT USAGE FEES - P&R PROGRAMMING			\$5,100.00
	RECREATION	RENTAL OF LAND AND BUILDING	1,800.00	
	RECREATION	RENTAL OF LAND AND BUILDING	750.00	
	RECREATION	RENTAL OF LAND AND BUILDING	350.00	
	RECREATION	RENTAL OF LAND AND BUILDING	2,200.00	
Total For: CITY OF SANDPOINT				\$5,100.00
Vendor: CLEARWATER SPRINGS				
943871	WWTP: 4/1 GAL STEAMED DIST 8/18/2026 TICKET 943871			\$

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv Item # 3.
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	35.00	
Total For: CLEARWATER SPRINGS				\$35.00
Vendor: CODE 3 ASSOCIATES INC				
EVENT-7916	MODULE B - (EAST) ACO TRAINING D. ENNIS SP62 POLICE DEPARTMENT	TRAINING AND TRAVEL	565.00	\$565.00
Total For: CODE 3 ASSOCIATES INC				\$565.00
Vendor: CODY LOGAN				
REIMB090126	WD: BOOT REIMBURSEMENT - C. LOGAN (FY26) WATER DISTRIBUTION	UNIFORM & CLOTHING	125.00	\$125.00
Total For: CODY LOGAN				\$125.00
Vendor: COLEMAN OIL				
CP-0441371	PARKS/PW/CS: AUG'26 FUEL CHARGES (FY26)			\$10,509.06
	STREET MAINTENANCE DIVISION	FUEL - GASOLINE/DIESEL	3,340.07	
	BUILDING DIVISION	FUEL - GASOLINE/DIESEL	57.60	
	CENTRAL SERVICES DEPARTMENT	FUEL - GASOLINE/DIESEL	26.50	
	PUBLIC WORKS ADMINISTRATION	FUEL - GASOLINE/DIESEL	116.70	
	WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	3,168.70	
	WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	830.88	
	CENTRAL SERVICES DEPARTMENT	FUEL - GASOLINE/DIESEL	93.17	
	WATER TREATMENT	FUEL - GASOLINE/DIESEL	580.90	
	WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	878.52	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	684.14	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	228.05	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	228.05	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	275.78	
CP-0441410	FIRE: AUG 2026 FUEL CHARGES (FY26)			\$1,235.20
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	313.22	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	92.35	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	829.63	
INV-476479	SHOP: DELO ANTIFREEZE/COOLANT (6 GAL)			\$95.10
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	31.70	
	WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	31.70	
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	31.70	
Total For: COLEMAN OIL				\$11,800.00
Vendor: CONSOLIDATED SUPPLY CO.				

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Invd	Item # 3.
S013075642.001	SHOP: URINAL REPLACEMENT FLUSH VALVE (1)				\$123.63
	WATER DISTRIBUTION	FACILITY SUPPLIES	41.21		
	WASTEWATER TREATMENT	FACILITY SUPPLIES	41.21		
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	41.21		
S013071389.002	WWC: 6" WIDE RANGE ROMAC COUPLING (1)				\$708.63
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	708.63		
S013076756.001	SHOP: URINAL SPUD (1)				\$6.73
	WATER DISTRIBUTION	FACILITY SUPPLIES	2.24		
	WASTEWATER COLLECTIONS	FACILITY SUPPLIES	2.24		
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	2.25		
S013071472.001	WWC: ROMAC REPAIR CLAMP & 7" MAX ADAPTORS (3)				\$954.19
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	954.19		
S013084243.001	WD: JET SET CONCRETE (50 LB BAG)				\$32.68
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	32.68		
S013085198.001	WD: 2" BRASS NIPPLES (3) & 2" BRASS COUPLING (1)				\$107.54
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	107.54		
S013052807.001	WD: BRASS NIPPLES (20) PVC FITTINGS, COUPLINGS & INSERTS				\$1,024.52
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,024.52		
S013052243.001	WD: BRASS NIPPLES (15) PIPE BELL END, TRACER WIRE & INSERTS				\$795.74
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	795.74		
Total For: CONSOLIDATED SUPPLY CO.					\$3,753.66
Vendor: CONSOR NORTH AMERICA INC					
W243452ID.03-1	TO3: HYDRAULIC MODELING & ANALYSIS - 07/01/25 THRU 07/31/25				\$3,096.00
	WATER DISTRIBUTION	OTHER PROF SERVICE - ENGINEERING/ARCHITE	3,096.00		
2601054	TO12: SS GAS STATION FFA 07/01/26 THRU 07/31/26				\$3,285.00
	WATER DISTRIBUTION	OTHER PROF SERVICE - ENGINEERING/ARCHITE	3,285.00		
2601064	TO11: RICKARD STORAGE FFA - 07/01/2026 THRU 07/31/2026				\$3,285.00
	WATER DISTRIBUTION	OTHER PROF SERVICE - ENGINEERING/ARCHITE	3,285.00		
Total For: CONSOR NORTH AMERICA INC					\$9,666.00
Vendor: CO-OP GAS & SUPPLY CO.					
76927	ST: PROPANE FOR THERMO PLASTIC (9.8 GAL)				\$26.95
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	26.95		
30106	ST: PROPANE FOR THERMO PLASTIC (12.2 GAL)				\$33.55
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	33.55		
Total For: CO-OP GAS & SUPPLY CO.					\$60.50
Vendor: CORINNE T HOLMAN					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
03-05340.10	UB REFUND FOR ACCOUNT: 03-05340.10 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	48.44		
Total For: CORINNE T HOLMAN					\$48.44
Vendor: CULLIGAN LLC					
695182 08/31/26	WWTP: MNTHLY H2O & COOLER - AUG DEL SEPT'26 RNTL WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	30.85		
Total For: CULLIGAN LLC					\$30.85
Vendor: DEBORAH MOGENSEN					
03-06425.03	UB REFUND FOR ACCOUNT: 03-06425.03 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	77.19		
Total For: DEBORAH MOGENSEN					\$77.19
Vendor: DEVEN HULL					
REIMB090926	BOOT REIMBURSEMENT D. HULL (FY26) WASTEWATER TREATMENT	UNIFORM & CLOTHING	116.59		
PER DIEM T012	PER DIEM T0126 PNCWA 2026 ANNUAL CONFERENCE WASTEWATER TREATMENT	TRAINING AND TRAVEL	257.00		
Total For: DEVEN HULL					\$373.59
Vendor: DICK FOSTER					
03-06380.00	UB REFUND FOR ACCOUNT: 03-06380.00 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	49.06		
Total For: DICK FOSTER					\$49.06
Vendor: EDWARD WARREN					
05-00340.03	UB REFUND FOR ACCOUNT: 05-00340.03 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	52.44		
Total For: EDWARD WARREN					\$52.44
Vendor: EMSCONNECT					
16287	EMS & FIRE TRAINING SUBSCRIPTIONS (10) SEPT'26 FIRE DEPARTMENT - SANDPOINT	TRAINING AND TRAVEL	75.00		
Total For: EMSCONNECT					\$75.00
Vendor: ENVIRO-CLEAN EQUIPMENT					
10P2888	WD: PRESSURE UNLOADER VALVE (1) & FREIGHT WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,064.77		
10P2986	WD: PILLOW BLOCK BEARING 1-15/16 WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	874.25		
10P2988	WD: 1 INCH BALL VALVE				
					\$2

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	244.10		
Total For: ENVIRO-CLEAN EQUIPMENT					\$2,183.12
Vendor: ERIC CHRISTENSEN					
04-02800.08	UB REFUND FOR ACCOUNT: 04-02800.08 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	174.96		\$174.96
Total For: ERIC CHRISTENSEN					\$174.96
Vendor: FALLING LEAF LLC					
05-02560.09	UB REFUND FOR ACCOUNT: 05-02560.09 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	58.58		\$58.58
Total For: FALLING LEAF LLC					\$58.58
Vendor: FATBEAM LLC					
74544	INTERNET SRVCS - CITY HALL SEPT'26 INFORMATION TECHNOLOGY DIVISION	INTERNET - FIBER/T1	643.75		\$643.75
74739	FIBER MNTHLY INTERNET SVC AT JER - SEPT'26 JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	395.00		\$395.00
Total For: FATBEAM LLC					\$1,038.75
Vendor: GALLS LLC					
036103500	SPD: TLR-1 MOUNT & RADIO POUCH - SP42 - M. NOBLE POLICE DEPARTMENT	UNIFORM & CLOTHING	254.88		\$254.88
036016943	SPD: DANNER BOOTS FOR PATROL OFFICER POLICE DEPARTMENT	UNIFORM & CLOTHING	178.96		\$178.96
Total For: GALLS LLC					\$433.84
Vendor: GRAINGER INC					
9064937189	WWTP: WATER ALARM PARTS (2) WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	801.70		\$801.70
9064937171	WWTP: AAA & AA BATTERIES & FILTER ELEMENT WASTEWATER TREATMENT	FACILITY SUPPLIES	378.96		\$378.96
9068598185	WWTP: TOLIET PAPER & CLEANING SUPPLIES WASTEWATER TREATMENT	FACILITY SUPPLIES	482.19		\$482.19
Total For: GRAINGER INC					\$1,662.85
Vendor: GREG EDDY					
22-00990.00	UB REFUND FOR ACCOUNT: 22-00990.00 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	209.84		\$209.84
Total For: GREG EDDY					\$209.84
Vendor: HACH COMPANY					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
15153559	WTP: DESICCANT CARTRIDGES (5) WATER TREATMENT	LABORATORY SUPPLIES	320.65		\$320.65
15152005	WTP: PIPETS 5.0 ML & PIPET TIPS (100 PK) WATER TREATMENT	LABORATORY SUPPLIES	624.12		\$624.12
Total For: HACH COMPANY					\$944.77
Vendor: HELLAS CONSTRUCTION INC					
42892	ANNUAL TURF GROOMING & MAINTENANCE - MEMORIAL PARK MAINTENANCE & CAPITAL	SERVICES - LAWN/TURF CARE/CLEANING	7,770.00		\$15,540.00
	PARK MAINTENANCE & CAPITAL	SERVICES - LAWN/TURF CARE/CLEANING	7,770.00		
Total For: HELLAS CONSTRUCTION INC					\$15,540.00
Vendor: HMH ENGINEERING					
GS025-16-12	HMH CITY ENG SERV THRU AUG-23-2026 (A25-2410-6) PUBLIC WORKS ADMINISTRATION	OTHER PROF SERVICE - ENGINEERING/ARCHITE	10,078.60		\$10,078.60
Total For: HMH ENGINEERING					\$10,078.60
Vendor: IN & OUT PAINTING INC					
10188	BASKETBALL COURT REFRESH - BEACH PARK MAINTENANCE & CAPITAL	SERVICES - PAINTING/THERMOPLASTIC	10,950.00		\$10,950.00
10186	BASKETBALL COURT REFRESH - PINE ST. PARK MAINTENANCE & CAPITAL	SERVICES - PAINTING/THERMOPLASTIC	21,825.00		\$21,825.00
10187	BASKETBALL COURT REFRESH - HICKORY PARK MAINTENANCE & CAPITAL	SERVICES - PAINTING/THERMOPLASTIC	13,200.00		\$13,200.00
Total For: IN & OUT PAINTING INC					\$45,975.00
Vendor: INLAND FOREST MANAGEMENT INC					
000529	FOREST MANAGEMENT 07/11/2026 THRU 08/17/2026 WATER CAPITAL PROJECTS	TECH SERVICES - TIMBER SALES & LAND MGMT	600.00		\$600.00
Total For: INLAND FOREST MANAGEMENT INC					\$600.00
Vendor: INSIGHT DISTRIBUTING INC					
0561227-IN	9" JUMBO TP ROLLS (4) - MEMORIAL BATHROOM PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	131.44		\$131.44
0560807-IN	CUSTODIAL SUPPLIES - MEMORIAL, CITY BEACH & CITY HALL PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	999.40		\$1,697.22
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	41.96		
	GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	655.86		
0561513-IN	SHOP: PAPER TOWELS CASE (3) WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	51.06		\$153.20
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	51.07		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
0559469-IN	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	51.07		
	CUSTODIAL SUPPLIES - PARKS				\$1,350.67
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	528.73		
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	352.17		
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	92.00		
	PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	176.56		
	GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	201.21		
Total For: INSIGHT DISTRIBUTING INC					\$3,332.53
Vendor: JAMES AND ANITA MERRILL					
05-02067.00	UB REFUND FOR ACCOUNT: 05-02067.00 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	148.08		\$148.08
Total For: JAMES AND ANITA MERRILL					\$148.08
Vendor: JASON ADAM					
REIMB083126	PW: BOOT REIMBURSEMENT J. ADAM (FY26) PUBLIC WORKS ADMINISTRATION	UNIFORM & CLOTHING	125.00		\$125.00
Total For: JASON ADAM					\$125.00
Vendor: JASON CALDERONE					
REIMB083026	ST: BOOT REIMBURSEMENT - J. CALDERONE (FY26) STREET MAINTENANCE DIVISION	UNIFORM & CLOTHING	125.00		\$125.00
Total For: JASON CALDERONE					\$125.00
Vendor: JENAE REIMER					
07-01878.03	UB REFUND FOR ACCOUNT: 07-01878.03 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	170.42		\$170.42
Total For: JENAE REIMER					\$170.42
Vendor: JONATHAN MANN					
07-02020.05	UB REFUND FOR ACCOUNT: 07-02020.05 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	147.16		\$147.16
Total For: JONATHAN MANN					\$147.16
Vendor: J-U-B ENGINEERS INC					
198222	STORMWATER MGT STUDY - 05/31/2026 - 06/27/2026 WASTEWATER CAPITAL PROJECTS	STORMWATER MASTER/SYSTEM PLANNING	1,111.36		\$1,389.20
	STREET CAPITAL & PROJECTS	STORMWATER MASTER/SYSTEM PLANNING	277.84		
198768	GREAT NORTHERN DSGN SVCS 05/31/26 - 07/25/26 (FY26) STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	13,004.94		\$26,272.60
	STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/ARCHITE	6,068.97		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	4,334.98		
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	2,863.71		
Total For: J-U-B ENGINEERS INC					\$27,661.80
Vendor: JUDY JURY					
03-02480.04	UB REFUND FOR ACCOUNT: 03-02480.04 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	103.48		\$103.48
Total For: JUDY JURY					\$103.48
Vendor: JULIE VANDVERSCHUIT					
05-00140.16	UB REFUND FOR ACCOUNT: 05-00140.16 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	25.45		\$25.45
Total For: JULIE VANDVERSCHUIT					\$25.45
Vendor: JUNE DULL					
22-04870.00	UB REFUND FOR ACCOUNT: 22-04870.00 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	166.09		\$166.09
Total For: JUNE DULL					\$166.09
Vendor: KATIE WINKLER					
A26-5300-2	ARTIST STIPEND - CITY BEACH BASKETBALL COURT PUBLIC ART MURAL PARK MAINTENANCE & CAPITAL	TECH SVS - PARK/REC & ART/GRAPHIC DESIGN	2,500.00		\$2,500.00
Total For: KATIE WINKLER					\$2,500.00
Vendor: KODIAK ADVERTISING					
3757	DOWNTOWN PARKING SIGN COVERUP DECALS POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	1,247.00		\$1,247.00
3747	PARKS: SIGNS FOR BOAT LAUNCHES (7) PARK MAINTENANCE & CAPITAL	SIGNAGE SUPPLIES/EQUIPMENT	520.00		\$800.00
	PARK MAINTENANCE & CAPITAL	SIGNAGE SUPPLIES/EQUIPMENT	130.00		
	PARK MAINTENANCE & CAPITAL	SIGNAGE SUPPLIES/EQUIPMENT	150.00		
Total For: KODIAK ADVERTISING					\$2,047.00
Vendor: KYLE HAUSAM					
22-06820.09	UB REFUND FOR ACCOUNT: 22-06820.09 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	130.89		\$130.89
Total For: KYLE HAUSAM					\$130.89
Vendor: LAURA OMOHUNDRO					
23-02610.05	UB REFUND FOR ACCOUNT: 23-02610.05 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	189.07		\$189.07
Total For: LAURA OMOHUNDRO					\$1

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
Vendor: Legacy Heating and Cooling					
39053862	REPAIR COOLING UNIT - NISSHA MEDICAL BLDG (804) GENERAL GOVERNMENT PROJECTS	LENNOX RTU N. SIDE SERVICES - BUILDING - R&M	252.50	\$252.50	
Total For: Legacy Heating and Cooling				\$252.50	
Vendor: LESLIE ROUSOS					
SEPTCONTRAB	CONTRA DANCE BAND - SEPT 11TH 2026 RECREATION	TECH SVS - PARK/REC & ART/GRAPHIC DESIGN	225.00	\$225.00	
Total For: LESLIE ROUSOS				\$225.00	
Vendor: LOCAL 2319 FIREFIGHTERS					
FFTOURN2026	FIREFIGHTER STAIRCLIMB PICKLEBALL TOURNAMENT AFTER COURT AND ROOM UNCLASSIFIED	JAMES E. RUSSELL SPORTS FACILITY FEE	1,385.00	\$1,385.00	
Total For: LOCAL 2319 FIREFIGHTERS				\$1,385.00	
Vendor: MCHUGH BROMLEY PLLC					
1000 5302	WATER RIGHTS PRE-ADJ WORK/REVIEW - JULY'26 (FY26) WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - CIVIL	1,520.00	\$1,520.00	
1000 5270	WATER RIGHTS PRE-ADJ WORK/REVIEW - JUNE'26 (FY26) WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - CIVIL	342.00	\$342.00	
Total For: MCHUGH BROMLEY PLLC				\$1,862.00	
Vendor: MES SERVICE COMPANY					
IN2576705	FIRE: NOZZLE TIP REPLACEMENT 1141 (1) FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	230.23	\$230.23	
Total For: MES SERVICE COMPANY				\$230.23	
Vendor: MOMENTUM INK LLC					
34483	FIRE: WORK JACKET EMBROIDERY (10) FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	482.50	\$482.50	
Total For: MOMENTUM INK LLC				\$482.50	
Vendor: MORT CONSTRUCTION INC					
09-00818.01	UB REFUND FOR ACCOUNT: 09-00818.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	143.33	\$143.33	
Total For: MORT CONSTRUCTION INC				\$143.33	
Vendor: NAPA AUTO PARTS					
296905	PARKS: GAS CAP - PARKS CHEVY 1500 PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	17.40	\$17.40	
294562	PARKS: NEW BATTERY - '19 FORD F350 - SPRTS CMPLX PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	126.55	\$126.55	

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv Item # 3.
296624	PARKS: KUBOTA SXS BATTERY - BEACH PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	118.79	\$118.79
297143	SHOP: PENETRATING LUBE 12 OZ (2) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	5.86	\$17.58
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	5.86	
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	5.86	
296339	ST: CABIN AIR FILTER, GLASS WIPES & CLOTH - RAM 2500 STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	29.99	\$29.99
297101	ST: MICROFIBER & PAPER TOWELS, TURTLE WAX - SWEEPER STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	19.69	\$19.69
297951	WWC: INTERIOR TRUCK CLEANING SOLUTION (1) WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	10.46	\$10.46
298115	WD: OIL FILTER (1) WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	7.49	\$7.49
Total For: NAPA AUTO PARTS				\$347.95
Vendor: NORTH 40 OUTFITTERS				
178836	SHOP: PB BLASTER PENETRATING LUBE (2) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	4.66	\$13.98
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	4.66	
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	4.66	
178837	SHOP: PORTABLE PUMP - DEF FANKS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	66.66	\$199.99
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	66.66	
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	66.67	
178828	WD: 2XL WATER PROOF BIB - S. JAMES WATER DISTRIBUTION	UNIFORM & CLOTHING	109.99	\$109.99
178827	WD: XL MEN'S BIB (1) WATER DISTRIBUTION	UNIFORM & CLOTHING	149.99	\$149.99
178854	ST: BRUSH AND HANDLE STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	24.98	\$24.98
178732	ST: TREE PRUNER STREET MAINTENANCE DIVISION	TOOLS	104.99	\$104.99
178820	WTP: 5 QT BUCKETS (3), FUNNEL (2) & 1/2" VINYL TUBING (25) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	54.70	\$54.70
178793	WWTP: GALVANIZED COUPLING (1) AND NIPPLE (2) WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	21.97	\$21.97
178759	WWTP: NIPPLES (3), REDUCING BUSH (1), ELBOW, TEE & BALL VALVE			\$1

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
178810	WASTEWATER TREATMENT WTP: 5 QT BUCKETS (3) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	107.23		\$20.97
178785CR	WTP: DRYER FANS (2) & 8 MIL NITRILE GLOVES (2) - TAX CREDIT WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	(16.80)		\$(16.80)
178785	WTP: DRYER FANS (2) & 8 MIL NITRILE GLOVES (2) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	256.76		\$256.76
178707-1	WTP: TAPCON SCREW (1) WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	9.99		\$9.99
178777	SHOP: EMERY CLOTHS 320 & 120 GRIT WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	7.99		\$23.98
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	7.99		
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	8.00		
178707	ST: STIHL FS 70 TRIMMER, LINE, GAS CAN & ENGINE OIL STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	406.71		\$406.71
Total For: NORTH 40 OUTFITTERS					\$1,489.43
Vendor: NORTH IDAHO LOCK & KEY					
63159	TROUBLESHOOT FRONT DOORS - CITY HALL GOVERNMENT BUILDING & GROUNDS DIVISION	SERVICES - BUILDING - R&M	135.00		\$135.00
Total For: NORTH IDAHO LOCK & KEY					\$135.00
Vendor: NORTHERN LIGHTS					
50430350 08.28.	WWC: ELECTRICITY 3200 GREAT NORTHERN RD 50430350 08/28/26 (FY26) WASTEWATER COLLECTIONS	ELECTRICITY	46.77		\$46.77
3521203 08/28/2	BALDY MNT RADIO SITE 1 ELECTRIC 3521203 08.28.26 (FY26) GENERAL GOVERNMENT PROJECTS	ELECTRICITY	92.94		\$92.94
94200 08/28/202	WTP: 856 SCHWEITZER MOUNTAIN RD 94200 08-28-26 (FY26) WATER TREATMENT	ELECTRICITY	387.37		\$387.37
94202 08.28.202	WTP: 295 WOODLAND DR ELECTRIC 08-28-26 (FY26) WATER TREATMENT	ELECTRICITY	90.76		\$90.76
3521201 08.28.2	WWC: BOYER AVE JAIL LFT STN N ELECTRIC 08-28-26 (FY26) WASTEWATER COLLECTIONS	ELECTRICITY	60.45		\$60.45
3521202 08.28.2	WWC: ELECTRICITY AIRPRK LIFT STATION 3521202 08-28-26 (FY26) WASTEWATER COLLECTIONS	ELECTRICITY	50.89		\$50.89
50278925 08.28.	ST: SPRING HAVEN LIGHTS (BOYER & JENNY) 50278925 08-25-26 (FY26) STREET MAINTENANCE DIVISION	ELECTRICITY	48.16		\$48.16
Total For: NORTHERN LIGHTS					\$7

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
Vendor: ONE CALL CONCEPTS, INC					
60823017	WD/SC: UTILITY LOCATOR SERVICES AUG'26				\$179.01
	WATER DISTRIBUTION	PROF SERVICE - IT SERVICES	89.50		
	WASTEWATER COLLECTIONS	PROF SERVICE - IT SERVICES	89.51		
Total For: ONE CALL CONCEPTS, INC					\$179.01
Vendor: OXARC INC					
0062337126	WWTP: CI (13) SMALL (1) & GASES (6) H. PRESSURE (2) L. PRESSURE (1) CYL REN				\$182.68
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	182.68		
0062338874	WTP: CI (9) SMALL (3) & H. PRESSURE (1) CYL RENTALS				\$178.21
	WATER TREATMENT	CHEMICAL SUPPLIES	178.21		
0032645341	WD: PPE SAFETY SUNGLASSES (1)				\$36.52
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	36.52		
Total For: OXARC INC					\$397.41
Vendor: PACIFIC STEEL & RECYCLING					
9416128	PARKS: STEEL - MEMORIAL BLEACHERS				\$80.19
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	80.19		
Total For: PACIFIC STEEL & RECYCLING					\$80.19
Vendor: PACWEST MACHINERY LLC					
30435278	ST: SUCTION NOZZLE & FREIGHT - SWEEPER				\$215.60
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	215.60		
Total For: PACWEST MACHINERY LLC					\$215.60
Vendor: PANHANDLE INVESTMENTS LLC					
02-03078.01	UB REFUND FOR ACCOUNT: 02-03078.01				\$36.01
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	36.01		
Total For: PANHANDLE INVESTMENTS LLC					\$36.01
Vendor: PAPE MACHINERY INC					
17135168	ST: WATER PUMP CORE DEPOSIT CREDIT				\$(50.00)
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	(50.00)		
Total For: PAPE MACHINERY INC					\$(50.00)
Vendor: PHYLLIS M CALDWELL					
08-04132.00	UB REFUND FOR ACCOUNT: 08-04132.00				\$144.98
	UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	144.98		
Total For: PHYLLIS M CALDWELL					\$144.98
Vendor: PLACE LANDSCAPING ARCHITECTURE, LLC					
INV5216	EUCLID WATERFRONT PARK - PHASE 1 TASKS 1-3				\$1,123

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
	PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	1,100.00		
		Total For: PLACE LANDSCAPING ARCHITECTURE, LLC			\$1,100.00
Vendor: PREVITE, DOMENIC					
0000250445	REFUND OF NON-ADU SEWER NUFF FEES UNCLASSIFIED	ACCOUNTS PAYABLE	3,155.50		\$3,155.50
		Total For: PREVITE, DOMENIC			\$3,155.50
Vendor: R & D SANDPOINT REAL ESTATE LLC					
04-01240.03	UB REFUND FOR ACCOUNT: 04-01240.03 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	76.79		\$76.79
		Total For: R & D SANDPOINT REAL ESTATE LLC			\$76.79
Vendor: R.C. INVESTMENTS 27 LLC					
22-06450.02	UB REFUND FOR ACCOUNT: 22-06450.02 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	144.86		\$144.86
		Total For: R.C. INVESTMENTS 27 LLC			\$144.86
Vendor: R5 INC					
2584	ST: CRACK SEAL \$2,324 LBS STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	1,905.68		\$1,905.68
		Total For: R5 INC			\$1,905.68
Vendor: ROTARY CLUB OF PONDERAY					
EVENT20260138	EVENT20260138 REFUND UNCLASSIFIED	ACCOUNTS PAYABLE	375.00		\$375.00
		Total For: ROTARY CLUB OF PONDERAY			\$375.00
Vendor: SAND CREEK CUSTOM WEAR					
13990	SPD: NEW PATROL HATS (22) POLICE DEPARTMENT	UNIFORM & CLOTHING	542.28		\$542.28
		Total For: SAND CREEK CUSTOM WEAR			\$542.28
Vendor: SANDPOINT BUILDING SUPPLY					
2537863	2X6X10, (2) 2X6X16 (2) & JB WELD - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	77.61		\$77.61
2541854	MORTAR PREMIX 80 LBS - DT SEAT WALL REPAIR PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	8.99		\$8.99
2541668	EPOXY SIMPSON SET (2) - DT SEAT WALL REPAIR PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	71.98		\$71.98
2540543	CONCRETE BENCH MATERIALS - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	92.84		\$92.84

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
2542633	CONCRETE FOR KIOSK INSTALL - BEACH POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	320.90		
Total For: SANDPOINT BUILDING SUPPLY					\$572.32
Vendor: SANDPOINT PROPERTY MANAGEMENT INC					
08-00482.05	UB REFUND FOR ACCOUNT: 08-00482.05 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	98.84		
Total For: SANDPOINT PROPERTY MANAGEMENT INC					\$98.84
Vendor: SANDPOINT SAILING ASSOCIATION					
2026SAILING (F	2026 SAILING LESSON INSTRUCTION PER MOU A26-5100-1 RECREATION	TECH SVS - PARK/REC & ART/GRAPHIC DESIGN	12,372.50		
Total For: SANDPOINT SAILING ASSOCIATION					\$12,372.50
Vendor: SCOTT RICHARDSON					
08-04073.01	UB REFUND FOR ACCOUNT: 08-04073.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	100.46		
Total For: SCOTT RICHARDSON					\$100.46
Vendor: SELKIRK PRESS INC					
24203	#10 REGULAR ENVELOPES (2000) CENTRAL SERVICES DEPARTMENT	PRINTING AND BINDING	217.75		
Total For: SELKIRK PRESS INC					\$217.75
Vendor: SOUTH FORK HARDWARE (PARKS)					
436749	6 1/2" SS CLAMP - JEFF JONES FOUNTAIN REPAIR PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	3.59		
436586	SUPPLIES FOR KIOSK INSTALL - CITY BEACH POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	103.37		
436568	RECIPROCATING SAW BLADES SET - PARKING KIOSKS REMOVAL POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	19.99		
437233	PARKS: CABLE TIES (300) - TRAVERS PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	95.97		
437311	DUST PAN, BROOM & HOG RINGER - FENCE REPAIR - MEMORIAL PARK MAINTENANCE & CAPITAL	TOOLS	62.77		
437310	SPARE KEYS - RENTAL HOUSE GENERAL GOVERNMENT PROJECTS	FACILITY SUPPLIES	29.90		
437097	PARKS: THREAD LOCKER & MOUSE TRAPS (2) - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	14.97		
437113	PARKS: FUSES FOR LAWN SWEEPER - SPRTS CMLPX PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	3.50		

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
437144	PARKS: AIR COMPRESSOR SUPPLIES - MEMORIAL PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	67.55		\$67.55
436494	PARKS: KIOSK REMOVAL SUPPLIES - ROW POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	44.12		\$44.12
Total For: SOUTH FORK HARDWARE (PARKS)					\$445.73
Vendor: SOUTH FORK HARDWARE (PUB WKS)					
436381	ST: CABLE FOR WEED WACKER & 4-PACK OF CR2032 (2) STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	39.88		\$39.88
Total For: SOUTH FORK HARDWARE (PUB WKS)					\$39.88
Vendor: SPECIALTY AUTO GLASS					
QI0009990	WD: TRUCK WINDSHIELD -2011 DUMP TRUCK WATER DISTRIBUTION	SERVICES - AUTOMOTIVE - R&M	470.57		\$470.57
Total For: SPECIALTY AUTO GLASS					\$470.57
Vendor: SPOKANE TESTING SOLUTIONS					
21715	5 NON DOT TESTINGS - 5 VOLUNTEER FIREFIGHTERS FIRE DEPARTMENT - SANDPOINT	BACKGROUND CHECK SERVICES	300.00		\$300.00
Total For: SPOKANE TESTING SOLUTIONS					\$300.00
Vendor: SPRUCE MOOSE LLC					
22-00370.05	UB REFUND FOR ACCOUNT: 22-00370.05 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	98.07		\$98.07
Total For: SPRUCE MOOSE LLC					\$98.07
Vendor: SSEC APEX INC.					
1441	HYDROSEEDING - DIVISION AVE CORRIDOR STREET CAPITAL & PROJECTS	SERVICES - GROUNDS - R&M	1,951.49		\$1,951.49
Total For: SSEC APEX INC.					\$1,951.49
Vendor: STEWART CONTRACTING, INC.					
1	CEDAR ST RECONSTRUCTION PROJ PAY APP1 - THRU AUG 1 '26				\$350,817.53
	STREET CAPITAL & PROJECTS	CONSTRUCTION SERVICES - NON CAPITAL	165,936.69		
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	26,311.31		
	WATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	64,901.25		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	5,613.08		
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	60,059.96		
	STREET CAPITAL & PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	15,014.99		
	FIBER OPTIC NETWORK	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	12,980.25		
Total For: STEWART CONTRACTING, INC.					\$350,817.53

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv	Item # 3.
Vendor: STONEWAY ELECTRIC SUPPLY					
S105003305.001	WD: 2" PVC CONDUIT 10' (10) , PVC ELBOW & PVC CEMENT WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	57.14		\$57.14
S105004002.001	WD: 2IN 24RAD 90D ELBOW BELL-END (1) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	24.76		\$24.76
Total For: STONEWAY ELECTRIC SUPPLY					\$81.90
Vendor: SUZANNE BRYANT					
05-04425.01	UB REFUND FOR ACCOUNT: 05-04425.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	51.13		\$51.13
Total For: SUZANNE BRYANT					\$51.13
Vendor: THE ROTARY CLUB OF PONDERAY					
SSROTARY26	SANDPOINT SLAM TOURNAMENT COURT & ROOM RENTAL UNCLASSIFIED	JAMES E. RUSSELL SPORTS FACILITY FEE	580.00		\$580.00
Total For: THE ROTARY CLUB OF PONDERAY					\$580.00
Vendor: TIMOTHY MCDONNELL					
09-00126.01	UB REFUND FOR ACCOUNT: 09-00126.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	108.94		\$108.94
Total For: TIMOTHY MCDONNELL					\$108.94
Vendor: TMG SERVICES INC					
0055566-IN	WTP: ANNUAL CL SERVICES SANDCREEK (FY26) WATER TREATMENT	SERVICES - EQUIPMENT - R&M	3,272.47		\$3,272.47
0055569-IN	WWTP: ANNUAL PM ON S02 SYSTEM WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	2,945.75		\$2,945.75
0055571-IN	WWTP: ANNUAL PM ON THE CL2 SYSTEM WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	4,844.50		\$4,844.50
Total For: TMG SERVICES INC					\$11,062.72
Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					
5922531-202608	SPD: TRANSUNION - BACKGROUND CHECK SERVICES AUG'26 POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00		\$135.00
Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC					\$135.00
Vendor: TRUDELL A MENDENHALL					
04-00010.00	UB REFUND FOR ACCOUNT: 04-00010.00 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	100.87		\$100.87
Total For: TRUDELL A MENDENHALL					\$100.87
Vendor: USA BLUE BOOK					

Invoice Number	Invoice Description Department/Division	GL Account Description	Line Item Amount	Inv Item # 3.
INV01132527	WD: CHLORINE TABS 60 LB PAIL (1) WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	314.95	\$314.95
INV01131143	WD: FLOW TESTER, PIPE DESCALER & PRESSURE GAUGE WATER DISTRIBUTION	TOOLS	891.89	\$891.89
INV01135168	WD: STORAGE BINS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	62.95	\$62.95
INV01147600	WWC: STORAGE BINS (6 PACK) WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	127.10	\$127.10
INV01145712	WWTP: PH BUFFERS (3) & EYE WASH WASTEWATER TREATMENT	LABORATORY SUPPLIES	105.11	\$105.11
Total For: USA BLUE BOOK				\$1,502.00
Vendor: VITRUVIAN PLANNING LLC				
2026-89	A26-2400-1 ADA TRANSITION PLAN UPDATE - 4 COMMUNITY DEVELOPMENT ADMINISTRATION	ADA PLANNING SERVICES	2,130.00	\$2,130.00
2026-80	A26-2400-1 ADA TRANSITION PLAN UPDATE - 3 COMMUNITY DEVELOPMENT ADMINISTRATION	ADA PLANNING SERVICES	3,570.00	\$3,570.00
Total For: VITRUVIAN PLANNING LLC				\$5,700.00
Vendor: WESTERN EQUIPMENT DISTRIBUTORS				
INV174555	H932065 CLUTCH ASSEMBLY - BEACH TURF VACUUMS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	978.09	\$978.09
Total For: WESTERN EQUIPMENT DISTRIBUTORS				\$978.09
Vendor: WILLIAMS HOMES				
09-00260.01	UB REFUND FOR ACCOUNT: 09-00260.01 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	63.00	\$63.00
09-00248.03	UB REFUND FOR ACCOUNT: 09-00248.03 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	68.27	\$68.27
09-00206.02	UB REFUND FOR ACCOUNT: 09-00206.02 UNCLASSIFIED	UTILITY BILLING OVERPAYMENTS	345.38	\$345.38
Total For: WILLIAMS HOMES				\$476.65
Vendor: WOOD'S CRUSHING & HAULING INC				
59790	WD: 3/4- GRAVEL (102.17 TONS) - JUNE HAULS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	1,251.59	\$1,251.59
Total For: WOOD'S CRUSHING & HAULING INC				\$1,251.59
Payables Grand Total: \$689,898.93				

Councilor Signature: _____ Date: _____

Councilor Name: **KYLE SCHREIBER**



MEMO

To: Sandpoint City Council
FROM: Mayor Jeremy Grimm
DATE: September 16, 2026
SUBJECT: City Commission, Advisory Committee and Board Appointment

I have appointed Brynn Williams-Woodruff and Scott Wilburn to serve on the Sandpoint Parking Committee for one-year terms, expiring August 31, 2027. I have appointed Erin Riseborough and Luke Omodt to serve on the Parking Committee for two-year terms, expiring August 31, 2028. I have also appointed Bob Clark to serve on the Parking Committee for a three-year term, expiring August 31, 2029.

Each of these individuals brings unique qualities, perspectives, and expertise that I believe will be valuable to the work of the Parking Committee and will benefit our community.

I sincerely appreciate their willingness to step forward and volunteer their time and talents in service to our community. I respectfully ask for your consideration and confirmation of these appointments, and I thank you in advance for your support.



Item # 5.

Citizen Advisory Board Application

Parking Committee

Complete and submit this application to be considered for a seat on the Sandpoint Parking Committee

Thank you for your interest in serving on the Sandpoint Parking Committee, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on the Parking Committee, please visit [Chapter 8](#) of Title 2, Sandpoint City Code.

Applicant Information

First Name *

Brynn

Last Name *

Williams-Woodruff

Phone Number *

Format: 000-000-0000

Email Address *

Home Address *

Street Address

Address Line 2

City

Sandpoint

State / Province / Region

Idaho

Postal / Zip Code

83864

Country

United States

My home and mailing address are the same *

☒ Yes

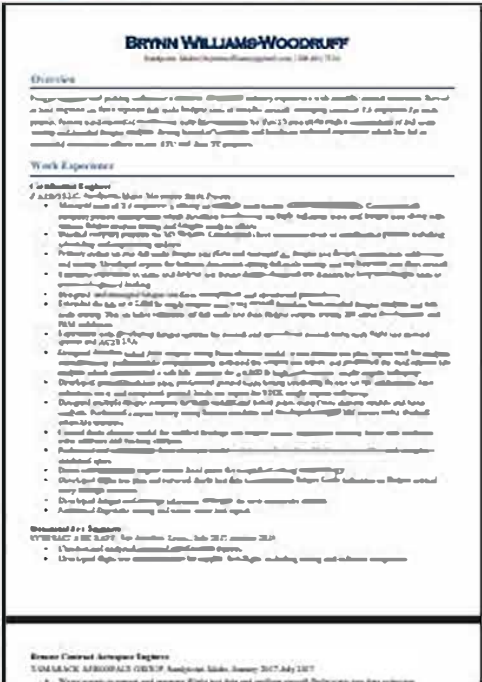
☐ No

Employment & Volunteer History

Please upload a copy of your resume, curriculum vitae, and/or any additional information relevant to your application

Upload Attachments *

Brynn.H.Williams.Woodruff Resume Parking Committe... 152.24KB



Please provide any additional information regarding your experience or background and the reason(s) you wish to serve in this capacity *

Parking has clearly become a hot button topic in this town over the last 6 months. As a citizen who lives in town, pays city taxes, and extensively uses both the downtown and waterfront parking I think I have a viewpoint that represents the average citizen with the ability to advocate for all.

I have watched the public discussions on parking with concern and occasional amusement and believe I can provide a rational and objective viewpoint on the topic. I was born and raised in Sandpoint, and currently work in town as a mechanical engineer. I understand the numbers behind these types of decision and as a lifelong local I also understand the human factor.

I am an enthusiastic participant in city surveys and think this committee is an excellent way to engage the residents in the parking question. Parking decisions must be data driven but also consider the best interests and wishes of the residents. I cannot say that I support all of the recent city decisions on parking but I am able to objectively understand data and I would like to be part of this committee to help us make decisions for a better future for Sandpoint.

BRYNN WILLIAMS-WOODRUFF

Sandpoint, Idaho

Overview

Fatigue engineer and parking enthusiast with over 10 years of industry experience with metallic aircraft structures. Served as lead engineer on three separate full-scale fatigue tests of metallic aircraft, managing teams of 3-5 engineers for each project. Proven track record of establishing safe-life extensions for Part 23 aircraft through a combination of full-scale testing and detailed fatigue analysis. Strong blend of leadership and hands-on technical experience which has led to successful certification efforts on one STC and four TC projects.

Work Experience

Certification Engineer

Z-AERO LLC, Sandpoint, Idaho, November 2019-Present

- Managed team of 3-5 engineers working on multiple certification efforts simultaneously. Coordinated all company project management which involved coordinating multiple full-scale static and fatigue tests along with various fatigue coupon testing and fatigue analysis efforts.
- Tracked company projects via MS Project. Coordinated client communication on certification projects including scheduling and engineering updates.
- Primary author on two full-scale fatigue test plans and managed the fatigue test design, construction, calibration, and startup. Developed repairs for failures discovered during full-scale testing and implemented into fleet aircraft.
- Extensive experience in static and fatigue test fixture design; designed test fixtures for long term fatigue tests to withstand repeated loading.
- Designed and managed fatigue test data management and operational procedures.
- Extended the life of a 2,000 lb single engine strut wing aircraft based on both detailed fatigue analysis and full-scale testing. This included reduction of full-scale test data, fatigue coupon testing, SN curve development, and FEM validation.
- Experience with developing fatigue spectra for normal and agricultural aircraft using both flight test derived spectra and AC23-13A.
- Designed complex bolted joint coupon using finite element model, wrote coupon test plan, supervised the coupon manufacturing, performed the coupon testing, authored the coupon test report, and performed the final relative life analysis which substantiated a safe life increase for a 6,000 lb high-performance, single-engine turboprop.
- Developed ground loads test plan, performed ground loads testing (including fixture set up, calibrations, data reduction, etc.), and completed ground loads test report for STOL single engine turboprop.
- Designed multiple fatigue coupons for both welded and bolted joints using finite element models and hand analysis. Performed coupon testing using Instron machine and developed accepted SN curves using Weibull reliability statistics.
- Created finite element model for welded fuselage and engine mount; experience running linear and nonlinear static analyses and bucking analysis.
- Performed and substantiated finite element model validations for both welded truss assemblies and complex machined spars.
- Down-selected critical engine mount load cases for simplified testing methodology
- Developed flight test plan and reduced flight test data to substantiate fatigue loads reduction on fatigue critical carry through structure.
- Developed fatigue and damage tolerance strategies for new composite aircraft.
- Performed flap static testing and wrote static test report.

Structural Test Engineer

SYBERJET AIRCRAFT, San Antonio, Texas, July 2017-January 2018

- Checked and analyzed structural certification reports.
- Developed flight test instrumentation to support first flight, including wiring and software integration.

Remote Contract Aerospace Engineer

TAMARACK AEROSPACE GROUP, Sandpoint, Idaho, January 2017-July 2017

- Wrote scripts to extract and organize flight test data and perform aircraft flight/static test data reduction.
- Developed Aircraft Flight Manual Supplement for aircraft modification.
- Coordinated with lead stress engineer to reduce data for wing stress FEM nodal deflection and rotation. Performed deflection analysis for aircraft wing to contribute to certification stress report.
- Worked with Loads & Aeroelasticity Engineer to produce Nastran FEM Aeroelastic model of Cessna 525A aircraft.

Engineering Intern

TAMARACK AEROSPACE GROUP, Sandpoint, Idaho, Summers 2014, 2015 and 2016

- Performed aircraft instrument calibration for devices used in flight testing, collected instrument data using Dewetron DAQ and documented data and results (i.e., AOA, AOS, strain gauges and string potentiometers). Performed reduction and interpretation aircraft test data for flight characteristics and performance.
- Performed reduction and interpretation aircraft test data for flight characteristics and performance. Helped in design and execution of static testing on aircraft modification parts.
- Assisted in the planning of flight testing, helped prepare aircraft for flight and ground testing.

Education

Bachelor of Science, Mechanical Engineering

University of Nevada, Reno, 2017

Professional Development

Practical Stress Analysis Course, Jean-Claude Flabel, January 2022

Fatigue and Damage Tolerance Analyses Course, Dr. Patrick Safarian, June 2021

Specialized Experience

Tools & Software

Paid Parking Systems, FEMAP, NASTRAN, SolidWorks, NASGRO, Visual Basic, MS Excel, MS Word, MS Project, DASyLab, DeweSoft, Weibull SuperSmith

Interests & Skills

Downtown Parking, Waterfront Parking, Windbag Parking, Parallel Parking, Part 23 Certification, Project Management, Detailed Fatigue Analysis, Crack Growth Analysis, Full-Scale Fatigue Testing, Full-Scale Static Testing, Fatigue Coupon Testing, Flight Testing, Finite Element Modeling, FEM Validation, Instrumentation, Fatigue Spectrum Selection & Development, Classical Stress Analysis



Citizen Advisory Board Application - Parking Committee

Complete and submit this application to be considered for a seat on the Sandpoint Parking Committee

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Applicant Information

First Name *

Scott

Last Name *

Wilburn

Phone Number *

Format: 000-000-0000

Email Address *

Home Address *

Street Address

Address Line 2

City

SANDPOINT

Postal / Zip Code

83864

State / Province / Region

Idaho

Country

United States

**My home and
mailing address are
the same ***

☒ Yes

☐ No

Employment & Volunteer History

Please upload a copy of your resume, curriculum vitae, and/or any additional information relevant to your application

Upload Attachments*

City Parking resume.docx246.95KB

Please provide any additional information regarding your experience or background and the reason(s) you wish to serve in this capacity*

I have owned a retail store in downtown Sandpoint for 12 years. Over the years, I have served on numerous committees in private business and government organizations. I have lived in 83864 for 17 years. I have witnessed the reactions of my customers in the downtown area to the various changes in city policy over the course of my business ownership, and have a pretty good feel for how both locals and tourists respond to parking enforcement and policy. I care about downtown Sandpoint, and would love to work toward a better future for everyone, resident or visitor, business owner or customer. I'm great. Just ask me.

Scott N. Wilburn

Senior partner, Wilburn Custom Shop

Sandpoint, ID 83864

curriculum vitae, as applicable to Sandpoint Parking Committee application

1976-1983 Nuclear Plant Engineering Technician, Hanford, WA

- Served on multiple committees concerned with operational processes

1983-1985 Artist, musician & ski bum, Bend, OR

- Lived in an exploding ski town
- Enjoyed what said ski town had to offer

1986-2006 Director, Columbia Basin College, Pasco, WA

- Directed operations of media, advertising & communications
- Served as administration representative to staff union committee
- Served on multiple committees concerned with institution/community issues

1989-2002 Partner, Wilburn & Southwick Design, Tri-Cities, WA

- Senior technical and creative partner
- Served on multiple committees with clients and community leaders

2006 -present Owner, Wilburn Custom Shop, Sandpoint, ID

- Owner/Operator of retail music store in downtown Sandpoint
- Ski bum, musician, artist, author and opinionated citizen



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Applicant Information

First Name *	Erin		
Last Name *	Riseborough		
Phone Number *	Format: 000-000-0000		
Email Address *			
Home Address *	Street Address		
	Address Line 2		
	City	State / Province / Region	
	Sandpoint	ID	
	Postal / Zip Code	Country	
	83864	United States	
My home and mailing address are the same *	☒ Yes ☐ No		

Employment & Volunteer History

Please upload a copy of your resume, curriculum vitae, and/or any additional information relevant to your application

Upload Attachments *	EC Riseborough REI Senior Change Manager 2026	80.42KB
	.pdf	

Please provide any additional information regarding your experience or background and the reason(s) you wish to serve in this capacity *	Deep experience in leading large organizations through transformational change. I am able to bring an objective eye to data, understanding of human behavior, and empathetic approach to people navigating change.
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Erin C. Riseborough, CCMP™

Enterprise Program & Change Leader | Strategic Thinker | Problem Solver

Sandpoint, ID | [LinkedIn: Erin Riseborough](#)

SUMMARY

- Empathetic and effective change leader with 10+ years of successfully translating strategy to execution and leading change across complex transformation initiatives.
- Strength in earning trust, influencing and aligning senior leaders, and shaping tailored change strategies that minimize disruption and drive measurable outcomes.

EXPERIENCE

Edward Jones Investments, St. Louis, MO

Sr. Strategist, Advisor Segmentation (Jan '26 – present)

Lead cross-functional teams to partner with senior leaders and develop and oversee the execution of segmented strategies to achieve outcomes for the firm's highest producing financial advisors.

- Consult with and advise senior leaders to develop narratives and articulate their value promise, strategy and enabling initiatives.
- Design and recommend programs and operating models to activate strategy.
- Support scoping, resourcing and development of roadmaps to enable strategy execution.

Edward Jones Investments, St. Louis, MO

Sr. Strategist and Program Change Lead, Enterprise Change (Dec '21 – Dec '25)

Responsible for leading end-to-end enterprise change programs from assessment to sustainment, inclusive of impact and readiness assessments, strategy and plan development, communications, training, engagement, measurement, and adoption sustainment.

- Directed deployment and adoption of new digital and agentic AI tools. Realized Q12026 Artificial Intelligence adoption goals four months early.
- Identified risks to AI portfolio delivery and stepped in as program manager to structure the work, mobilize a delivery team, and deploy new digital and AI tools, including a 20,000-employee rollout of Microsoft Copilot. Led a matrix team of five.
- Used data to track adoption, measure effectiveness, and refine strategies to achieve enterprise adoption outcomes for firm transformation, including 70% of associates having sufficient understanding of firm transformation and confidence in the firm's direction.

71 & Change Consulting, Seattle WA

Manager, Client Delivery & Operations (Jul '21 - Dec '21).

Led end-to-end enterprise change initiatives for clients, inclusive of impact assessment, strategy development, plan, execution, measurement and sustainment. Leveraged stakeholder management, sponsor and leader coaching, engagement, tailored communications, training, influencer networks, reinforcement approaches and measurement to ensure successful adoption.

Erin C. Riseborough, CCMP™

Enterprise Program & Change Leader | Strategic Thinker | Problem Solver

Sandpoint, ID | [LinkedIn: Erin Riseborough](#)

- 71& Change (internal contributions) - Developed and managed internal employee programs including change management methodology and a learning & development program for consultants. Developed sales proposals and statements of work.
- Nike – Achieved deployment and adoption of five-year strategy and highly-resisted operating model transformation for 1000 global employees, while maintaining employee engagement scores.

71 & Change Consulting, Seattle WA Consultant (Mar '17-Jul '21)

- Micron – Realized internal adoption targets and transitioned 5,000 external vendors to a new supplier process and technology platform by deploying learning and engagement approaches tailored to stakeholder audiences.
- Kaiser Permanente - Improved provider satisfaction scores by developing and implementing an insights learning and engagement program that built analyst capability, improved the quality of insights delivered, and achieve desired cultural shifts during COVID-19. Managed matrix team of 8.
- Nike - Developed and executed a communications and engagement strategy for a \$460M supply chain project, ensuring effective stakeholder management, engagement, and storytelling strategies across impacted employees and internal and external partners.

Recreational Equipment Incorporated (REI), Seattle WA

Program Manager (Apr '13- Dec '16)

Supported enterprise initiatives inclusive of cross-program alignment, managing senior-level stakeholders, mitigating program-level dependencies and risks, and ensuring the organization realized intended business outcomes.

- Successfully launched www.rei.com/rei-garage (a digital commerce website) and accompanying outlet brand refresh, on time and within budget. Managed team of four.
- Onboarded and supported 650+ community partners into annual Opt Outside campaign.

EDUCATION

BA in Government & Pre-Law Eastern Washington University

CERTIFICATES/CERTIFICATIONS

- Certified Change Management Professional (CCMP®) & PROSCI®
- Design Thinking - LUMA Institute LLC
- Certificate in Professional Coaching - iPEC Coaching
- Certificate in Human Resources Management – Bellevue College

Erin C. Riseborough, CCMP™

Enterprise Program & Change Leader | Strategic Thinker | Problem Solver

Sandpoint, ID | [LinkedIn: Erin Riseborough](#)

SKILLS

- Enterprise change strategy & leadership
- Executive stakeholder influence & advisory
- Change Management methodology and end-to-end change process
- Cross-functional integration & program alignment
- Communications, storytelling and engagement
- Risk anticipation & mitigation
- Measurement and sustainment strategies



Citizen Advisory Board Application - Parking Committee

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Applicant Information

First Name *	Luke		
Last Name *	Omodt		
Phone Number *	Format: 000-000-0000		
Email Address *			
Home Address *	Street Address		
	Address Line 2		
	City	State / Province / Region	
	Sandpoint	ID	
	Postal / Zip Code	Country	
	83864	United States	
My home and mailing address are the same *	☒ Yes ☐ No		

Employment & Volunteer History

Please upload a copy of your resume, curriculum vitae, and/or any additional information relevant to your application

Upload Attachments *	9.8.26 Parking Committee Resume.pdf	237.2KB
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Please provide any additional information regarding your experience or background and the reason(s) you wish to serve in this capacity*

I am deeply committed to public service. If the residents of the city of Sandpoint want to improve our infrastructure, funding vehicles and mechanisms must be found. As a lifetime Bonner County resident, I hope to bring perspective, hope, change, and optimism to the committee as the City works through these difficult issues.

Item # 8.

Luke Omodt

Experience

Teacher-Boundary County Middle School

September 2023-present

Boundary County Education Association-Co-President & Lead Negotiator *2013-2023, 2024-present*

- Represented the certificated employees in labor relations with the Boundary County School Board
- Coordinated personnel & policy with administration to draft the negotiated agreement
- Negotiated employees pay & benefits annually; drafted the Master Agreement (contract)

Bonner County Commissioner

January 2023-September 2024

Sandpoint Planning and Zoning Committee

2023

Teacher-Bonniers Ferry High School

2012-January 2023

Boundary County School District-Bonniers Ferry Idaho

- Social Studies Instructor-American Government, US History, Economics, Sociology, Psychology and Leadership
- Served on Executive Council, Policy Committee, Building Leadership Committee, Superintendent's Budget Committee, M & O Levy Committee
- K-12 Title IX Coordinator (NNU)

Platoon Sergeant (Retired)- Idaho Army National Guard

1997-2022

Idaho Army National Guard/United States Army - Post Falls, Idaho

- Responsible for the maintenance, accountability, and effective utilization of all platoon vehicles, weapons, and associated equipment worth over \$25,000,000. Plans, manages, and monitors platoon motor transport operations, including the platoon area of the unit motor pool. Counsels, disciplines, and develops soldiers and NCOs into competent leaders. Maintains the highest state of combat readiness regardless of conditions and personnel changes.
- Master Resiliency Trainer-Advisor to the Commander; train and sustain unit resilience
- Equal Opportunity Leader-Advisor to the Commander; train and sustain unit Equal Opportunity compliance; identify and train the Equal Opportunity Complaint Process

Director of Academics/Social Studies Teacher

2006-2009

Elk Mountain Academy-Heron, Montana

- Directed the Academic Department of an accredited therapeutic boarding school with a diverse, international special needs population; managed five teachers.
- Responsible for student placement, registration, and transcript composition
- Maintained accreditation during interstate move from Idaho to Montana
- Taught World History, US History, Economics, Geography, and Economics

Education

Eastern Washington University

2003-2007

- BA Secondary Education Social Studies with a minor in Government
- Secondary Education Certificate

Elementary & Special Education endorsements Spring 2010

(University of Idaho, Northwest Nazarene University, Lewis & Clark State College)

References available upon request



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Applicant Information

First Name *	Bob		
Last Name *	Clark		
Phone Number *	Format: 000-000-0000		
Email Address *			
Home Address *	Street Address		
	Address Line 2		
	City	State / Province / Region	
	Sagle	Idaho	
	Postal / Zip Code	Country	
	83860	United States	
My home and mailing address are the same *	☒ Yes ☐ No		

Employment & Volunteer History

Please upload a copy of your resume, curriculum vitae, and/or any additional information relevant to your application

Upload Attachments *	RAClark CV w reference_9-7-26.pdf	72.86KB
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Please provide any additional information regarding your experience or background and the reason(s) you wish to serve in this capacity*

I would be honored to serve on the Parking Committee. I have lived in Sagle, ID since 2019 and spend an average of 5 days per week traveling to and through Sandpoint. I routinely use parking facilities at the Pend Oreille Bay Trail and City Beach, as well as on-street parking.

I have extensive experience working on contentious issues in front of a public forum. I also have had a career in reviewing technical documents and making informed decisions from the documents and relevant public testimony. I have also most recently served Bonner County as a Zoning Commissioner and a member of an advisory committee on natural resource issues.

ROBERT ALLAN CLARK**VOLUNTEER EXPERIENCE**

Bonner County, Idaho Zoning Commissioner	2022-2025
Bonner County, Idaho Member of Natural Resource Committee	2023-2025

EDUCATION

University of Alaska, Fairbanks M.S. in Fisheries Science Thesis: "Evaluation of Sampling Gears for Fish Population Assessment in Alaskan Lakes"	1985
University of Connecticut, Storrs B.S. in Biological Sciences	1981

PROFESSIONAL EXPERIENCE

Consulting Fisheries Scientist Serves as a U.S. member of the Pacific Salmon Commission, Transboundary Technical Committee and Taku Sockeye Working Group. Conducts U.S. expert review of the Taku River sockeye salmon stock assessment and maximum sustainable yield goal as required by Chapter 1 of the Pacific Salmon Treaty.	2019 – 2020
Alaska Department of Fish and Game, Sport Fish Division Fisheries Advisor [Chinook Salmon Advisor] Serves as the department's representative on the Scientific and Statistical Committee of the North Pacific Fishery Management Council. Serves as a member of the Pacific Salmon Commission, Chinook Technical Committee and Transboundary Technical Committee. Provides advice on scientific and technical matters to Alaska's Commissioners on the Pacific Salmon Commission. Scientific advisor to the Chinook Salmon Research Initiative and the Statewide Escapement Goal Plan Team.	2014 – 2019
Alaska Department of Fish and Game, Sport Fish Division Chief Fisheries Scientist [Fisheries Scientist II] Lead fisheries scientist for the Sport Fish Division, with responsibility to ensure scientific and technical rigor for all fisheries research conducted by the division. Oversees and administers the statewide Research and Technical Services (RTS) unit of the division, which houses the Statewide Harvest Survey, Economics Survey, Guide/Charter Logbook, Biometrics, Reporting, Information Management, Aquatic Resources, and Habitat Research sections, with an annual operating budget of \$6.5 million. Oversees and provides technical, scientific, and policy advice for the review, development, and recommendation of Pacific salmon escapement goals in Alaska. Chief editor for all fishery reporting series published within the division. Serves as the department's representative and current vice-chair on the Scientific and Statistical Committee of the North Pacific Fishery Management Council. Serves as a technical reviewer of research funding proposals for the USFWS Office of Subsistence Management Technical Review Committee. Member of and Alaska representative on the NOAA, Marine Recreational Information Program Operations Team.	2007 – 2014

Alaska Department of Fish and Game, Sport Fish Division

Fisheries Scientist I

2002 – 2007

Fisheries scientist with responsibility for supervising the Biometric and Statewide Harvest Survey sections of the RTS unit of the division. Also supervises and provides technical support to the Habitat Research and Restoration unit of the division (2003-2006). Provides technical, scientific, and policy support for the development and recommendation of Pacific salmon escapement goals in Alaska. Coordinates submission of unit-based research proposals to funding entities. Helps to develop coursework and co-teaches a 3-day shortcourse on the mechanics of salmon escapement goal analysis. Serves on the Scientific Expert Panel for the Pacific Coastal Salmon Recovery Fund program in Alaska.

Alaska Department of Fish and Game, Sport Fish Division

Fish and Game Regional Supervisor

2000 – 2002

Lead administrator and supervisor of all research and management programs for the Southcentral Region (Prince William Sound, North Gulf Coast, Cook Inlet, Kodiak, Alaska Peninsula, Bristol Bay areas) of the division. Provides oversight and direction for \$8 million annually in programs to assess and manage recreational fisheries for Pacific salmon, non-anadromous freshwater fish species, and marine fish species in the most populous region of Alaska. Also oversees two state-owned hatcheries that produce Pacific salmon and non-anadromous fish species for stocking in the Southcentral and Interior regions of Alaska.

Alaska Department of Fish and Game, Sport Fish Division

Regional Research Coordinator [Fishery Biologist IV]

1995 – 2000

Supervises and provides oversight to all recreational fishery research programs in the Southcentral Region of the division including administrative oversight of \$3 million in research projects annually. Research projects include assessments of Pacific salmon, non-anadromous freshwater, and marine fish species. Coordinates biometric assistance for regional fishery research projects with the Biometrics section of RTS. Coordinates submission of regionally-based research proposals to funding entities.

Alaska Department of Fish and Game, Sport Fish Division

Senior Research Biologist [Fishery Biologist III]

1990 – 1995

Supervises and oversees stock assessment projects of Arctic grayling and whitefish stocks in the Interior Alaska region of the division. Designs, implements, analyzes, and reports on mark-recapture, creel survey, age and growth, and catch-and-release mortality studies of Arctic grayling.

SCIENTIFIC REVIEW COMMITTEES

Pacific Salmon Commission

Member, Chinook Technical Committee

2014 – 2019

Member, Transboundary Technical Committee

2014 – 2020

Shadow to Alaska's Commissioners

2014 – 2019

North Pacific Fishery Management Council

Vice-Chair, Scientific and Statistical Committee

2012 – 2016

Member, Scientific and Statistical Committee

2008 – 2018

USFWS, Office of Subsistence Management, Fisheries Information Program

Member, Technical Review Committee

2007 – 2014

NOAA, Marine Recreational Information Program

Member, Operations Team (Alaska Representative)

2006 – 2014

Pacific Coastal Salmon Recovery Fund

Member, Statewide Expert Science Panel

2002 – 2007

PUBLICATIONS AND PAPERS

Peer Reviewed Journal Articles

- Clark, R.A.**, D.M. Eggers, A.R. Munro, S.J. Fleischman, B.G. Bue, and J.J. Hasbrouck. 2017. 0173 An Evaluation of the Percentile Approach for Establishing Sustainable Escapement Goals in Lieu of Stock Productivity Information. In: T.J. Quinn II, J.L. Armstrong, M.R. Baker, J.D. Heifetz, and D. Witherell (eds.), *Assessing and Managing Data-Limited Fish Stocks*. Alaska Sea Grant, University of Alaska Fairbanks. <https://doi.org/10.4027/amdlfs.2016.08>.
- Griffiths, J. R., D. E. Schindler, J. B. Armstrong, M. D. Scheuerell, D. C. Whited, **R. A. Clark**, R. Hilborn, C. A. Holt, S. T. Lindley, J. A. Stanford, and E. C. Volk. 2014. Performance of salmon fishery portfolios across western North America. *Journal of Applied Ecology*, Early View (as of 10-15-14).
- Fleischman, S. J., M. J. Catalano, **R. A. Clark**, and D. R. Bernard. 2013. An age-structured state-space stock-recruit model for Pacific salmon (*Oncorhynchus* spp.). *Canadian Journal of Fisheries and Aquatic Sciences* 70:401-414.
- Bernard, D. R., and **R. A. Clark**. 2009. Importance of marine-derived nutrients in establishing escapement goals for Pacific salmon. [In] E. E. Knudsen and J. H. Michael, Jr., editors. *Pacific salmon environmental and life history models: Advancing Science for sustainable salmon in the future*. American Fisheries Society Symposium 71:147-164.
- Clark, R. A.**, D. R. Bernard, and S. J. Fleischman. 2009. Stock-recruitment analysis for escapement goal development: a case study of Pacific salmon in Alaska. [In] C. C. Krueger and C. E. Zimmerman, editors. *Pacific salmon: Ecology and management of Western Alaska's populations*. American Fisheries Society Symposium 70:743-757.
- Hasbrouck, J. J., S. L. Hammarstrom, J. A. Carlon, and **R. A. Clark**. 2000. Two methods to estimate abundance of salmonids using biotelemetry. Pages 129-137 [In] J. H. Eiler, D. J. Alcorn, and M. R. Neuman, editors. *Biotelemetry 15: Proceedings of the 15th International Symposium on Biotelemetry*, Juneau, AK, May 9-14, 1999.
- Clark, R. A.** 1994. Population dynamics and potential utility per recruit of Arctic grayling in Fielding Lake, Alaska. *North American Journal of Fisheries Management* 14:500-515.
- Clark, R. A.** 1992. Influence of stream flows and stock size on recruitment of Arctic grayling (*Thymallus arcticus*) in the Chena River, Alaska. *Canadian Journal of Fisheries and Aquatic Sciences* 49(5):1027-1034.

Relevant Government Reports

- Clark, R.A.**, D.M. Eggers, A.R. Munro S.J. Fleischman, B.G. Bue, and J.J. Hasbrouck. 2014. An evaluation of the percentile approach for establishing Sustainable Escapement Goals in lieu of stock productivity information. Alaska Department of Fish and Game, Fishery Manuscript Series No. 14-06, Anchorage.
- ADF&G Chinook Salmon Research Team. 2013. Chinook salmon stock assessment and research plan, 2013. Alaska Department of Fish and Game, Special Publication No. 13-01, Anchorage.
- Fair, L. F., C. E. Brazil, X. Zhang, **R. A. Clark**, and J. W. Erickson. 2012. Review of salmon escapement goals in Bristol Bay, Alaska, 2012. Alaska Department of Fish and Game, Fishery Manuscript Series No. 12-04, Anchorage.
- Clark, R.**, A. Ott, M. Rabe, D. Vincent-Lang, and D. Woodby. 2010. The effects of a changing climate on key habitats in Alaska. Alaska Department of Fish and Game, Special Publication No. 10-14, Anchorage.

- Volk, E., M. J. Evenson, and **R. A. Clark**. 2009. Escapement goal recommendations for select Arctic-Yukon-Kuskokwim Region salmon stocks, 2010. Alaska Department of Fish and Game, Fishery Manuscript No. 09-07, Anchorage.
- Clark, R. A.** 2009. An evaluation of estimates of sport fish harvest from the Alaska statewide harvest survey, 1996-2006. Alaska Department of Fish and Game, Special Publication No. 09-12, Anchorage.
- Bernard, D. R., J. J. Hasbrouck, B. G. Bue and **R. A. Clark**. 2009. Estimating risk of management error from precautionary reference points (PRPs) for non-targeted salmon stocks. Alaska Department of Fish and Game, Special Publication No. 09-09, Anchorage.
- Southwick Associates Inc., and W. J. Romberg, A. E. Bingham, G. B. Jennings, and **R. A. Clark**. 2008. Economic impacts and contributions of sportfishing in Alaska, 2007. Alaska Department of Fish and Game, Professional Paper No. 08-01, Anchorage.
- L. F. Fair, **R. A. Clark**, and J. J. Hasbrouck. 2007. Review of salmon escapement goals in Upper Cook Inlet, Alaska, 2007. Alaska Department of Fish and Game, Fishery Manuscript No. 07-06, Anchorage.
- Clark, R.**, M. Willette, S. Fleischman, and D. Eggers. 2007. Biological and fishery-related aspects of overescapement in Alaskan sockeye salmon *Oncorhynchus nerka*. Alaska Department of Fish and Game, Special Publication No. 07-17, Anchorage.
- Szarzi, N. J., S. J. Fleischman, **R. A. Clark** and C. M. Kerkvliet. 2007. Stock status and recommended escapement goal for Anchor River Chinook Salmon. Alaska Department of Fish and Game, Fishery Manuscript No. 07-05, Anchorage.
- Clark, R. A.**, A. E. Bingham, G. B. Jennings, K. H. Sundet, R. Lafferty, M. G. Miller, W. J. Romberg, K. P. Brogdon, R. P. Ericksen, T. R. Viavant and C. O. Swanton. 2007. A programmatic review of the Sport Fish Division Statewide Harvest Survey: Phase I recommendations of the statewide harvest survey review team. Alaska Department of Fish and Game, Special Publication No. 07-09, Anchorage.
- Clark, R. A.** 2005. Stock status and recommended escapement goals for coho salmon in selected waters along the Juneau road system, 1981-2004. Alaska Department of Fish and Game, Special Publication No. 05-21, Anchorage.
- Brookover, T. E., M. Burch, **R. A. Clark**, L. Engel, S. S. Ivey, R. Lafferty, S. A. McPherson, L. S. Timmons, and C. R. Westley. 2005. Division of Sport Fish leadership development program. Alaska Department of Fish and Game, Special Publication No. 05-08, Anchorage.
- McKinley, T. R., B. E. King, J. J. Hasbrouck, and **R. A. Clark**. 2002. Biological issues of the Kenai River and Kasilof River early-run king salmon fisheries. Alaska Department of Fish and Game, Special Publication No. 02-02, Anchorage.
- Clark, R. A.** and P. A. Nelson. 2001. Assessment of harvests of Cook Inlet-origin Chinook salmon in commercial fisheries in the Kodiak management area, 1997-1999. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report 4K01-38, Kodiak.
- Lafferty, R., S. Hayes, T. R. McKinley, and **R. A. Clark**. 1998. Recent history of Chinook salmon harvests in marine waters of Southcentral Alaska: a compilation of harvest, size, and coded wire tag data by fishery, 1980-1995 and recommendations for future assessment. Alaska Department of Fish and Game, Fishery Management Report No. 98-1, Anchorage.
- Clark, R. A.** 1996. Stock status and rehabilitation of Chena River Arctic grayling during 1995. Alaska Department of Fish and Game, Fishery Data Series No. 96-2, Anchorage.
- Clark, R. A.** and W. P. Ridder. 1994. An age-structured stock analysis of Arctic grayling in the Delta Clearwater River, 1977 to 1990. Alaska Department of Fish and Game, Fishery Manuscript No. 94-4, Anchorage, AK.
- Clark, R. A.** 1994. Stock assessment of Arctic grayling in Fielding Lake from 1986 to 1993. Alaska Department of Fish and Game, Fishery Manuscript No. 94-2, Anchorage, Alaska, USA.

- Clark, R. A.** 1993. Abundance and age-sex-size composition of chum salmon escapements in the Chena and Salcha rivers, 1992. Alaska Department of Fish and Game, Fishery Data Series No. 93-13, Anchorage, Alaska, USA.
- Clark, R. A.** 1993. Interannual intrastream movements of Arctic grayling in the Chena, Salcha, and Goodpaster rivers. Alaska Department of Fish and Game, Fishery Manuscript No. 93-2, Anchorage, Alaska, USA.
- Clark, R. A.** 1992. Age and size at maturity of Arctic grayling in selected waters of the Tanana drainage. Alaska Department of Fish and Game, Fishery Manuscript No. 92-5, Anchorage, Alaska, USA.
- Clark, R. A.** 1991. Mortality of Arctic grayling captured and released with sport fishing gear. Alaska Department of Fish and Game, Fishery Data Series No. 91-59, Anchorage, Alaska, USA.
- Clark, R. A.** and W. P. Ridder. 1987. Tanana drainage creel census and harvest surveys, 1986. Alaska Department of Fish and Game, Fishery Data Series No. 12, Juneau, Alaska, USA.

TECHNICAL ABILITIES

Microsoft Office – Outlook, Word, Excel, Powerpoint, Access
R and Rstudio Statistical Analysis
WinBUGS, OpenBUGS, and JAGS Statistical Analysis
ADMB Fisheries Modeling

MEMBERSHIPS

American Fisheries Society (1984-present)

PRESENTATIONS AND TALKS

Presentation Title and Venue	Year Given
Overview of the sustainable salmon fisheries and escapement goal policies. Alaska Board of Fisheries, Statewide Regulatory Meeting	2013
Run reconstruction and interim escapement goal recommendation for Kenai River late-run Chinook salmon. Alaska Board of Fisheries, Statewide Regulatory Meeting	2013
Co-chair of Chinook Salmon Symposium. A 2-day scientific panel session and symposium hosted by ADF&G in Anchorage	2012
An overview of the Statewide Harvest Survey and its use in management of recreational fisheries in southeast Alaska. Alaska Board of Fisheries, Southeast Alaska Regulatory Meeting	2012
How do ADF&G escapement goals meet the mandates of the sustainable salmon fisheries and escapement goal policies. Alaska Board of Fisheries, Prince William Sound Regulatory Meeting	2011
The sustainable salmon fisheries and escapement goal policies. Alaska Board of Fisheries, Statewide Regulatory Meeting.	2010
Development and implementation of salmon escapement goals in the State of Alaska. Alaska Board of Fisheries, Bristol Bay Regulatory Meeting	2009
Biological and fishery-related aspects of overescapement in Alaskan sockeye salmon. Alaska Board of Fisheries, Upper Cook Inlet Regulatory Meeting	2008
The role of stock-recruitment analysis in escapement goal development. Arctic-Yukon-Kuskokwim Sustainable Salmon Initiative Symposium.	2007
Mechanics of escapement goal analysis, a shortcourse. A 2-day shortcourse co-taught at the annual American Fisheries Society, Alaska Chapter meeting.	2007
Mechanics of escapement goal analysis, a shortcourse. A 3-day shortcourse co-taught annually to ADF&G staff.	2006-2011

PERSONAL AND PROFESSIONAL REFERENCE

Ken Wood, Edward Jones Financial
 477100 Highway 95, Suite B
 Ponderay, ID 83852



AGENDA REPORT

City Council Meeting

TODAY'S DATE: September 3, 2026

MEETING DATE: September 16, 2026

TO: Mayor and City Council

FROM: Sarah Lynds, Finance Director

SUBJECT: Proposed Resolution: Engaging Magnuson-McHugh-Dougherty, CPA's for the Fiscal Year Ending September 30, 2026 Audit – **action item**

DESCRIPTION/BACKGROUND: Idaho code requires the City Council in every city to have a full and complete audit of the financial statements by an independent auditor and to include budget authority to cover the necessary expenses of an audit.

The attached engagement letter from Magnuson, McHugh, Dougherty CPAs describes in detail elements of the audit, management's responsibility in preparation for the audit, and the associated fees and timing.

Fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Estimate of these fees are \$28,000 for the audit. If the City expends over \$1,000,000 in Federal Awards a Single audit is required, the city is not anticipated to need a Single Audit for FY26.

STAFF RECOMMENDATION:

1. Approve the Resolution for engaging Magnuson, McHugh, Dougherty CPAs for fiscal year 2026 audit
2. Authorize the Mayor to sign the Magnuson, McHugh, Dougherty CPAs FY 2026 Audit Engagement Letter

ACTION:

1. Approve the Resolution for engaging Magnuson, McHugh, Dougherty CPAs to conduct the City's annual independent audit for fiscal year ending September 30, 2026; or take such other action as deemed appropriate.
2. Authorize the Mayor to sign the Magnuson, McHugh, Dougherty CPAs FY 2026 Audit Engagement Letter; or take such other action as deemed appropriate.

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

ATTACHMENTS:

1. Resolution - Engaging Magnuson, McHugh, Dougherty CPAs for fiscal year 2026 audit
2. Magnuson, McHugh, Dougherty CPAs FY 2026 Audit Engagement Letter

No: 26-
Date: September 16, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ENGAGING MAGNUSON-MCHUGH-DOUGHERTY, CPA, FOR FISCAL YEAR 2026 AUDIT

WHEREAS: Idaho Code requires the City Council in every city to obtain a full and complete audit of the City's financial statements by an independent auditor and to include budget authority to cover the necessary expenses of an audit;

WHEREAS: Magnuson-McHugh-Dougherty the CPA firm that has performed the City's annual audit for many years, has submitted a letter which seeks to conduct the City's audit for the fiscal year ending September 30, 2026, and describes in detail elements of the audit, management's responsibility in preparation for the audit, and the associated fees and timing;

WHEREAS: Fees are based on the amount of time required at various levels of responsibility and actual out-of-pocket expenses;

WHEREAS: The estimate of these fees for the FY2026 audit is \$28,000; and

WHEREAS: It is not anticipated that the City will need to undergo a Single Audit for FY2026, which is required in each year that the City expends over \$1,000,000 in Federal Awards.

NOW, THEREFORE, BE IT RESOLVED THAT: Engagement of Magnuson-McHugh-Dougherty, Certified Public Accountants, to conduct the City's audit for the fiscal year ending September 30, 2026, is approved.

BE IT FURTHER RESOLVED THAT: On behalf of the City, the Mayor or authorized designee, as provided for in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction, as further outlined in the City of Sandpoint Procurement Policy, is authorized to sign the Response to the Audit Engagement Letter, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

Jeremy Grimm, Mayor

ATTEST:

Meri Jane Bohn, City Clerk



September 3, 2026

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

We are pleased to confirm our understanding of the services we are to provide the City of Sandpoint for the year ended September 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Sandpoint as of and for the year ended September 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Sandpoint's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Sandpoint's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget & Actual – Major Governmental Funds.
3. Schedules of required supplementary information consistent with the requirements of GASB Statement No. 68.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Sandpoint's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements:

1. Combining and Individual Fund Financial Statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City of Sandpoint and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

In performing the audit, we may use technology-enabled tools, including artificial intelligence and other automated assistance, to support engagement personnel with activities such as research, document summarization, drafting, and analysis. The use of such tools does not replace audit procedures, professional judgment, professional skepticism, or our responsibilities under applicable auditing standards. Engagement personnel will review tool-assisted output before it is used in connection with the audit, and responsibility for audit judgments, conclusions, and deliverables remains with our firm. Any client confidential information used in connection with these tools will be handled consistent with applicable confidentiality obligations and the terms of this engagement letter.

We have identified the following significant risks of material misstatement as part of our audit planning: improper revenue recognition, and management override of controls.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Sandpoint's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of the City of Sandpoint in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

As an attest client, Magnuson, McHugh, Dougherty CPAs cannot store your documents, data, or records on your behalf because doing so will impair Magnuson, McHugh, Dougherty CPAs' independence. This is in accordance with the "Hosting Services" interpretation at [ET 1.295.143](#) of the *AICPA Code of Professional Conduct*. The City of Sandpoint is solely responsible for maintaining its own data and records.

Magnuson, McHugh, Dougherty CPAs does not host any of the City of Sandpoint's information. The portal is used solely as a method of transferring data and is not intended to store the City of Sandpoint's information.

With respect to any nonattest services we perform, we will provide the following nonattest services in accordance with professional standards:

- Draft the City of Sandpoint's financial statements and related footnote disclosures; including the requirements of GASB Statement No. 68.
- Draft GASB 87 lease schedules based on information provided by the City of Sandpoint.
- Draft GASB 96 schedule based on information provided by the City of Sandpoint (if applicable).

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the City of Sandpoint; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Magnuson, McHugh, Dougherty CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator(s) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Magnuson, McHugh, Dougherty CPAs' personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulator(s). If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Laura Parasida, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately December 7, 2026 and to issue our reports as soon as reasonably possible after fieldwork has been completed.

Please have your audit documentation to us no later than November 30, 2026.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$28,000. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate; this includes time spent assisting in the implementation of new standards, if applicable. Whenever possible, we will attempt to use the City of Sandpoint's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The City of Sandpoint acknowledges that the following circumstances will result in an increase of our fees and the possibility that deadlines will not be met, and fieldwork may be rescheduled:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delayed in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances or report disclosures that impact the current year engagement; and
- An excessive number of audit adjustments.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the audit. We will bill any additional amounts based on the experience of the individuals involved and the amount of work performed.

Reporting

We will issue a written report upon completion of our audit of the City of Sandpoint's financial statements. Our report will be addressed to the honorable Mayor and City Council of the City of Sandpoint. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose.

If during our audit we become aware that the City of Sandpoint is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Sandpoint and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2025 peer review report accompanies this letter.

Very truly yours,

Magnuson, McHugh, Dougherty CPAs

Magnuson, McHugh, Dougherty CPAs

RESPONSE:

This letter correctly sets forth the understanding of the City of Sandpoint.

Management signature: _____

Title: _____

Date: _____



Report on the Firm's System of Quality Control

November 11, 2025

To the Owners of
Magnuson, McHugh, Dougherty, CPAs LLC
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Magnuson, McHugh, Dougherty, CPAs LLC (the firm) in effect for the year ended July 31, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Magnuson, McHugh, Dougherty, CPAs LLC in effect for the year ended July 31, 2025, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Magnuson, McHugh, Dougherty, CPAs LLC has received a peer review rating of *pass*.

Poulsen, VanLeuven & Catmull
Poulsen, VanLeuven & Catmull P.A.

1408 Pomerelle Ave Suite C • Burley, Idaho 83318 • (208) 678-1300 • Fax (208) 678-1301 • www.pvc.cpa

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Sandpoint City Council will hold a public hearing during their meeting on Wednesday, September 16, 2026, scheduled to begin at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to take public testimony as the Commission considers a recommendation to amend Sandpoint City Code Title 9, Chapters 1 & 3, to create a definition of data center and modify and establish new regulations for data centers.

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

Any written testimony to be considered at this meeting must be delivered to City Hall or by email to cityclerk@sandpointidaho.gov before 5:00 p.m. on Thursday, September 10, 2026.

To request special accommodation to view the application files or participate in the above-noticed meeting, contact the City via the email address or phone number stated above no later than two (2) business days prior to the date of the meeting. BCDB#8178 AD#54662
September 1, & 8, 2026



Staff Report

To: City Council

From: Bill Dean, City Planner, Deputy Director of Planning and Community Development

Report: September 4, 2026

Hearing: September 16, 2026

Item: Amendments to Sandpoint City Code Title 9 Chapter 1 General Zoning Provisions and Chapter 3 Industrial Zoning Districts to further regulate Data Centers.

Applicant: City Initiated

Please Note: The materials related to this request are provided on the City's website at:

www.sandpointidaho.gov/currentprojects

1) Introduction and Background

The proposed ordinance amending Sandpoint City Code Title 9 Chapter 1 and Chapter 3 stems from City Council direction at their meeting on July 15, 2026. At that meeting, citing concerns over various potential environmental impacts associated with high water and energy consumption, City Council directed staff to draft an ordinance amending the zoning provisions to add a definition for data centers and to prohibit large data centers. Currently, Data Centers are a permitted land use within one of the City's three industrial zones. The city zoning ordinance and zoning map establish three industrial zones, excerpted from SCC 9-3-1, as follows:

IG (Industrial General) District: The IG district is intended for lands appropriate for light and medium manufacturing and industrial activities with direct access to major transportation routes, such as arterial roads, air and rail service. The IG district allows a wide range of manufacturing and industrial uses, which generate little traffic from tourists and the general public and are consistent with the Sandpoint comprehensive plan. Commercial uses are generally limited to accessory sales of goods produced on site. Residential use is very limited, with a single caretaker unit per property permitted.

IBP (Industrial Business Park) District: The IBP district is intended for master planned business and industrial parks in campus like settings. This district is suitable for administrative and professional offices, research and development parks, limited distribution, light and medium manufacturing, and assembly operations. Commercial and residential uses are generally permitted, although design standards mirroring the downtown commercial areas will apply in an effort to develop the area in alignment with the CA-4 definition of the comprehensive plan. CA-4 areas are to become vibrant secondary centers of commercial, office, and residential development, serving as neighborhood hubs for residents in neighboring districts. The IBP zoning district is consistent with the land use category of the Sandpoint comprehensive plan in areas generally south of Baldy Mountain Road.

ITP (Industrial Technology Park) District: The ITP district is intended for lands suitable for technology production and development, such as data centers, medical imaging processing, business incubators, biotechnology, software development, engineering, and similar technology related industry. Sites appropriate for this designation should have readily available utilities and fiber optic availability and be characterized by large contiguous properties. The ITP district is consistent with the Sandpoint comprehensive plan.

Overall, the amendments are limited in scope to define Data Centers and establish a prohibition on large data centers. The provisions allow for small-scale data centers, under 5,000 square feet, when combined within another building or facility. Attached to the staff report is the City's Zoning Map which identifies the industrial zones (Attachment 1).

In researching data centers for City Council, it is important to understand that there is not a uniform definition of what constitutes a data center. Some data centers that have recently garnered much attention nationwide refer to large (100,000 sf up to over 1 million square foot) facilities. Yet, smaller closet-sized, on-premises server rooms could be considered data centers due to their functions of managing information technology (IT). Sometimes these are referred to on-premises server rooms, edge or micro facilities, colocation facilities, among other possible names or descriptions. For this reason, instead of attempting to regulate data centers strictly by specific definitions, staff is proposing using a broad definition and simply limiting the size of any data center that is on-premise (accessory to an office use, for example) to 5,000 sf, and creating a ban on data centers as a stand-alone land use.

2) Relevant Comprehensive Plan Objectives

The City's 2024 Comprehensive Plan contains objectives and policies that serve to guide any proposed code amendment. Related to economic development and future development, the Comp Plan provides guidance as follows:

Vision Statement related to sustainable development, page 20:

Our clean water, air quality, dark skies, and other natural resources should be safeguarded.

Utilities and Infrastructure Chapter, page 91:

Goal 1: Utilities and Infrastructure

Policy A: Assure city infrastructure has sufficient capacity to meet the community's long-term needs.

Jobs & Economic Development Chapter, page 107:

Goal 1: Economic Health

Policy D: Target businesses and industries that enrich the tax base, provide high-quality jobs, deliver needed and unique services to residents, create few off-site impacts, and demonstrate a commitment to place.

Natural Resources and Hazards Chapter, page 128:

Goal 2: Water Resources

Policy D: Reduces sources of water pollution by requiring best management practices in site design.

Policy F: Promote and incentivize water conservation

In addition, the Com Plan Appendix A (Implementation Table) page 1 and page 4 refer to two specific implementation efforts related to zoning code updates and water resource consumption:

- Review and update regulations to balance comprehensive plan goals and objectives, including Title 9 Zoning, Title 10 Subdivision, and Title 11 Development Regulations.
- Reduce water consumption community wide through education and incentives

3) Overview of Proposed Amendments

The following is a summary of the proposed amendments to Title 9, Chapter 1 General Provisions:

1) The following definition has been added to the Zoning Code in Title 9, Chapter 1, Section 3 Definitions:

Data Center: A data center is a centralized physical facility that houses information technology (IT) infrastructure—such as servers, storage systems, and networking equipment—to process, store, and distribute digital information.

The following is a summary of the proposed amendments to Title 9, Chapter 3 Industrial Zoning Districts:

- 1) SCC 9-3-1 Description of Industrial Zoning Districts is amended to remove reference to Data Centers in the description of the Industrial Technology Park (ITP) zoning district;
- 2) Table 1 of Title 9, Chapter 3 is amended to include identifying data centers as both stand-alone facilities/land use, and as a portion of another building or facility. The draft code language would prohibit data centers as a stand-alone facility/land use in any industrial zone, whereas currently data centers are permitted in both the Industrial Business Park zone and the Industrial Tech Park zone, and are currently prohibited solely in the Industrial General zone;
- 3) Table 1 is further amended to identify data centers as a potential component of building or facility and introduces a size limit of a maximum 5,000 sf for any data center located in building or facility (for example, as part of another business such as an office).

The public noticing for this proposed ordinance occurred in accordance with SCC. Accordingly, it is anticipated a public hearing will be noticed for September 16, 2026 before the City Council to evaluate those proposed amendments.

4) Data Centers Code Amendment History

July 15, 2026	City Council directs staff to prepare an ordinance amending City Zoning Code to prohibit large data centers
August 18, 2026	Planning and Zoning Commission required public hearing on proposed zoning code amendment language defining data centers, prohibiting them as standalone land uses, and regulating them as components of other facilities or buildings.
September 16, 2026	City Council required public hearing on proposed zoning code amendment language defining data centers, prohibiting them as standalone land uses, and regulating them as components of other facilities or buildings.
Week of September 21, 2026	Ordinance effective date after publishing summary in newspaper (if Council votes in the affirmative to adopt new code language).

5) Planning Commission Action

On legislative matters, including rulemaking such as amendments to the zoning ordinance, the Planning and Zoning Commission act in an advisory capacity to the City Council. Following a brief staff report and clarifying questions from the Planning and Zoning Commission, a public hearing was conducted and testimony taken from three speakers present in the audience and one remotely via Zoom. The Planning and Zoning Commissioners expressed concern that the ordinance banning data centers was too restrictive and that without knowing more about weighing the benefits versus the concerns of data center development, even at a small scale, a ban was not advisable. In keeping with their deliberations, the Planning and Zoning Commission unanimously recommended to City Council denial of the proposed code amendment banning data centers as drafted.

6) City Council Options

On legislative matters, including rulemaking such as amendments to the zoning ordinance, City Council is the sole and final authority. After conducting a public hearing, taking testimony, and deliberating City Council

has the following options as relates to the proposed code amendment:

- 1) Adopt the amendments as written;
- 2) Introduce revisions to the draft code amendment and adopt the revised code language;
- 3) Direct staff to revise the code amendment and return to the Planning and Zoning Commission before taking action;
- 4) Deny the amendments.

7) Attachments

- 1) Draft code amendments to Sandpoint City Code, Title 9, Chapters 1 and 3
- 2) City Zoning Map

9-1-3: Definitions:

Words not defined herein shall be given the meanings ordinarily applied to such words. The word "structure" shall include the word "building", and the word "lot" shall include the word "plot".

ACCESSORY BUILDING OR USE: A subordinate building or use, which is located on the same parcel on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or to the main use.

ACCESSORY DWELLING UNIT (ADU): A habitable living unit added to, created within, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking, and sanitation.

ACREAGE: Any tract or parcel of land which has not been subdivided or platted.

ADJOINING: Properties that touch or bound a particular parcel of land. For notification purposes, parcels that would adjoin a property absent an alley are also included.

AIRPORT: The Sandpoint Airport property, including all land covered by the Sandpoint Airport master plan.

AIRPORT ELEVATION: The highest point of an airport's usable landing area measured in feet from sea level. The elevation of the Sandpoint Airport is two thousand one hundred twenty-seven feet (2,127') above mean sea level.

ALLEY: A public passageway for vehicles shown on the official plat of the city or its additions and designated thereon as an alley.

APARTMENT: A room or suite of rooms in a multiple-family structure which is arranged, designed, used or intended to be used as a housekeeping unit for a single-family.

AUTO WRECKING OR JUNKYARD: Any place where two (2) or more motor vehicles not in running condition, or parts thereof, are stored in the open and are not being restored to operation; any land, building or structure used for wrecking or storing of such motor vehicles or parts thereof and including any farm vehicles or farm machinery or parts thereof, stored in the open and not being restored to operating condition; and including the commercial salvaging and scavenging of any other goods, articles or merchandise.

AUTOMOBILE: A passenger vehicle.

AUTOMOBILE REPAIR: General repair, rebuilding or reconditioning of motor vehicles; collision service, such as body, frame or fender straightening and repair; overall painting of motor vehicles.

AUTOMOBILE SERVICE STATION: An establishment where automotive fuels and lubricants, accessories and services are sold at retail; however, where the sale of such is only incidental, the establishment or premises shall be classified as a public garage.

BASEMENT: A story partly or wholly underground. Where more than one-half (½) of its height is above the average level of the adjoining ground, a basement shall be counted as a story for purpose of height measurement.

BED AND BREAKFAST: An owner occupied dwelling where rooms are available for transient lodging and where a morning meal is provided.

BILLBOARD: Any structure or portion thereof upon which are placed signs or advertisements used as an outdoor display. This definition does not include any bulletin boards used to display official court or public office notices, or a sign advertising the sale or lease of the premises on which the sign is located.

BOARDING, LODGING OR ROOMING HOUSE: A building where lodging, with or without meals, is provided for compensation for not fewer than four (4) nor more than twelve (12) persons in addition to members of the family occupying such building.

BUILDING: Any structure utilized or intended for supporting or sheltering any occupancy.

BUILDING AREA: The buildable area of a lot is the space remaining after adherence to the minimum open space requirements of this chapter.

BUILDING FOOTPRINT: The horizontal area, measured from the outside of all exterior walls and supporting columns. It includes all attached and covered components of a structure including residences, garages, covered carports, and covered patios, decks and porches.

BUILDING HEIGHT: The vertical distances measured from the sidewalk level or its equivalent established grade opposite the middle of the front of the building to the highest point of the roof. Where buildings are set back from the street line, the height of the building may be measured from the average elevation of the finished lot grade at the front of the building.

BUILDING LINE: The perimeter of that portion of a building nearest a property line, but excluding open steps, terraces, cornices and other ornamental features projecting from the walls of the building.

CARPORT: A structure attached or made a part of the main structure which is open to the weather on at least two (2) sides, intended for the use of sheltering not more than two (2) motor driven vehicles.

CHURCH: A nonprofit organization, that is or would be recognized by the internal revenue service as such, which uses buildings, structures, or land for the teaching or practice of religious doctrine or related social functions.

COMMISSION: For the purposes of this title, "commission" shall mean the planning and zoning commission.

COMPREHENSIVE PLAN: An official document pursuant to Idaho Code 67-6508 that includes land within the jurisdiction of the governing board which considers previous and existing conditions, trends, desirable goals and objectives, or desirable future situations for each planning component. The plan with maps, charts, and reports shall be based on the following components unless the plan specifies reasons why a particular component is unneeded: population; economic development; land use; natural resource; hazardous areas; public services, facilities and utilities; transportation; recreation; special areas or sites; housing; community design and implementation.

CONDITIONAL USE: A use listed in a particular zone which is compatible with its surrounding area and permitted if approved by the planning commission or by a hearing body.

CONDOMINIUM: A multiple-family dwelling, duplex, or single unit, in which the dwelling units are individually owned, with each owner having a recordable deed enabling the unit to be sold, mortgaged, or exchanged independently.

COURT: An open unoccupied space, other than a yard, on the same lot with a building and bounded on two (2) or more sides by such building.

CURB GRADE: The established elevation of the curb measured at the center of the front of a building. Where no curb grade has been established, the city shall establish such curb level or its equivalent for the purpose of this chapter.

DANCE HALL: A large room used mainly for dancing. (Synonyms: ballroom, dance palace.)

DATA CENTER: A data center is a centralized physical facility that houses IT infrastructure—such as servers, storage systems, and networking equipment—to process, store, and distribute digital information.

DAYCARE CENTER: A place or facility providing daycare for compensation for thirteen (13) or more children.

DISTRICT: A section or sections of the incorporated area of the city for which the regulations and provisions governing the use of buildings and land are uniform for each class of use permitted therein.

DWELLING, APARTMENT OR MULTIPLE-FAMILY: A building or portion thereof, designed for occupancy by three (3) or more families living independently of each other.

DWELLING, DUPLEX: A building, including modular housing, containing two (2) dwelling units with a common wall located on a single lot.

DWELLING, SINGLE-FAMILY ATTACHED: A single-family dwelling attached to another single-family dwelling, such as a townhouse, on its own lot.

DWELLING, SINGLE-FAMILY OR ONE-FAMILY: A detached building, other than a mobile home or modular home, containing one (1) dwelling unit and not including timeshare ownership of that dwelling unit.

DWELLING UNIT: One (1) or more rooms designed for occupancy by one (1) family for living purposes and having only one (1) cooking facility, but not including motel units.

FACADE: The entire area of a building facing or side extending from the roof or parapet to the ground and from one corner of the building to another but does not include any structural or nonstructural elements which extend beyond the roof of a building.

FAMILIAL STATUS: One (1) or more individuals (who have not attained the age of eighteen (18) years) being domiciled with:

- A. A parent or another person having legal custody of such individual or individuals; or
- B. The designee of such parent or other person having such custody, with the written permission of such parent or other person.

The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of eighteen (18) years.

FAMILY: A single individual or two (2) or more persons living together as one (1) housekeeping unit using one (1) kitchen.

FAMILY DAYCARE HOME: A home, place or facility providing daycare for six (6) or fewer children.

FRONTAGE: All property on one (1) side of a street between two (2) intersecting streets, or natural barriers.

GARAGE, PRIVATE: An accessory building for the storage of not more than three (3) motor driven vehicles of which not more than one (1) shall be a commercial vehicle of not more than two (2) tons' capacity.

GARAGE, PUBLIC: A building other than a private garage used for the care, repair of equipment or automobiles, or for vehicles parked or stored for remuneration, hire or sale.

GATED COMMUNITY: A residential neighborhood where accessibility is controlled by means of a gate, guard, barrier or other similar improvement within or across a privately maintained right-of-way.

GROUP DAYCARE FACILITY: A home, place, or facility providing daycare for seven (7) to twelve (12) children.

GUESTHOUSE: A structure for human habitation, containing one (1) or more rooms with bath and toilet facilities, but not including a kitchen or facilities which would provide a complete housekeeping unit.

HARD SURFACING: A surface constructed of asphalt, concrete, polymer blocks or other like substance recognized in the industry as providing a pavement like surface which like substance is approved by the city engineer or public works director.

HAZARD TO AIR NAVIGATION: An obstruction determined to have a substantial adverse effect on the safe and efficient utilization of the navigable airspace.

HEIGHT: See definition of Building Height.

HOME OCCUPATION: An occupation, profession or business activity including family daycare (six (6) or fewer children), where the primary location of business and/or the official business address is at the home which results in a product or service for gain, is clearly incidental and subordinate to the use of the premises as a dwelling unit

and does not change the character thereof. Examples of permissible uses include tutoring and music lessons that occur one (1) on one (1) or similar types of uses.

HOSPITAL, SANATORIUM, HOSPICE: An institution open to the public, in which sick patients or injured persons are given medical or surgical care; or for the care of contagious diseases or terminally ill patients.

HOTEL: A building designed for occupancy as the more or less temporary abiding place of individuals who are lodged with or without meals, in which there are six (6) or more guestrooms, and in which no provisions are made for cooking in any individual room or suite.

IMPERVIOUS SURFACE: A hard surface area that significantly prevents or impedes the infiltration of water into the soil. Impervious surfaces include, but are not limited to, buildings, roofed structures, concrete or asphalt driveways and walkways, patios, decks with impervious surfaces, compacted gravel areas intended for parking or circulation, and other hard-surfaced areas. The city engineer shall have the discretion to determine whether a particular surface or material is considered impervious based on its design, construction, and performance.

INSTITUTION: A building occupied by a nonprofit corporation or a nonprofit establishment for public or semipublic use.

KENNEL: Any lot or premises on which four (4) or more dogs, at least four (4) months of age, are kept.

LABORATORY: A place devoted to experimental study such as testing and analyzing. Manufacturing of a product or products is not to be permitted within this definition.

LOADING SPACE: An off-street space or area on the same lot with a building or contiguous to a group of buildings for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials and which abuts upon a street, alley or other appropriate means of access.

LOT: A plot of land legally divided from a larger area of land occupied or suitable for occupancy by one (1) main building or use, with accessory buildings, including the open spaces required by this title, and having its principal frontage upon a public street or highway. A lot is distinguished from a parcel in that a parcel can be one (1) or more lots, or a portion of a lot, identifiable through either legal description or plat.

LOT, CORNER: A lot situated at the intersection of two (2) or more streets.

LOT DEPTH: The horizontal distance between the front and rear lot lines.

LOT FRONTAGE: The front of a lot shall be that boundary of a lot along a public street; and for a corner lot the front shall be the shorter lot boundary along a street.

LOT, INTERIOR: A lot other than a corner lot.

LOT OF RECORD, SUBSTANDARD ORIGINAL: Any legally created individual nonconforming lot that does not meet the minimum lot width or area requirements of the district in which it is located. Such lot may be utilized for those uses permitted within its zoning district if all other requirements of this title are met. Residential development of substandard original lots of record is subject to section 9-4-6 of this title.

LOT, REVERSED CORNER: A corner lot the rear of which abuts upon the side of another lot whether across an alley or not.

LOT WIDTH: The horizontal distance between the side lot lines.

MOBILE HOME: A vehicle or structure constructed for movement on the public highways, that has sleeping, cooking and plumbing facilities, is intended for human occupancy and is being used for residential purposes.

MOBILE HOME PARK: Any plot of ground upon which two (2) or more occupied mobile homes are located.

MOBILE HOME SPACE: A plot of ground within a mobile home park designated for the accommodation of one (1) mobile home.

MODULAR HOUSING: A dwelling unit manufactured off site, built to be used for permanent residential occupancy, to be set on a permanent foundation and conforming to the applicable building code.

MOTEL: A group of attached or detached buildings containing individual sleeping or living units where a majority of such units open individually and directly to the outside, and where a garage is attached or a parking space is conveniently located to each unit, all for the use by automobile tourists or transients, and such words include motor lodges, motor inns, and similar terms.

NONCONFORMING USE: Any building, structure or land lawfully occupied by a use or lawfully situated which does not conform to the regulations of this title.

NONPRECISION INSTRUMENT RUNWAY: A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area type navigation equipment, for which a straight in nonprecision instrument approach procedure has been approved or planned.

NURSING HOME OR REST HOME: A private hospital for the care of children, the aged or infirm or a place of rest for those suffering bodily disorders, but not including facilities for the treatment of sickness or injuries or for surgical care.

PARKING AREA/FACILITY, PRIVATE: Any privately owned off-street area, lot, structure, or portion thereof, that is designated and used for the temporary storage and maneuvering of motor vehicles. This includes surface parking lots, parking garages or structures, and all internal driveways, drive aisles or circulation areas necessary for vehicle ingress, egress, and movement within the facility. A private parking facility does not include public rights-of-way, on-street parking spaces, or areas designated exclusively for the loading or unloading of trucks or delivery vehicles.

PARKING AREA/FACILITY, PUBLIC: An open area, other than street, used for the temporary parking of more than four (4) automobiles and available for public use whether free, for compensation or as an accommodation for clients or customers.

PARKING SPACE: An area, enclosed or unenclosed, which has adequate access to a public street or alley, sufficient in size to store one (1) automobile.

PERSON: An individual, firm, partnership, corporation, company, association, joint stock association, or governmental entity; includes a trustee, a receiver, an assignee, or a similar representative of any of them.

PLANNED UNIT DEVELOPMENT: An area of land pursuant to Idaho Code 67-6515 in which a variety of residential, commercial, industrial and other land uses are provided for under single ownership or control.

PORCH: A roofed entrance to a building, projecting out from the wall or walls of the main structure and commonly open in part to the weather.

PRECISION INSTRUMENT RUNWAY APPROACH ZONE: The inner edge of this approach zone coincides with the width of the primary surface and is one thousand feet (1,000') wide. The approach zone expands outward uniformly to a width of sixteen thousand feet (16,000') at a horizontal distance of fifty thousand feet (50,000') from the primary surface. Its centerline is the continuation of the centerline of the runway.

PRESCHOOL: An institution primarily engaged in child training and academic instruction prior to the mandatory first grade.

PRIMARY SURFACE: A surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the primary surface extends two hundred feet (200') beyond each end of that runway; for military runways or when the runway has not specially prepared hard surface, or planned hard surface, the primary surface ends at each end of that runway. The width of the primary surface is set forth in the airport overlay zone district. The elevation on the primary surface is the same as the elevation of the nearest point on the runway centerline.

RUNWAY: A defined area on an airport prepared for landing and takeoff of aircraft along its length.

SCHOOL: An institution primarily engaged in academic instruction, public, parochial or private and recognized or approved by the state.

SETBACK: The minimum required distance between a property line and any portion of a building excepting projections as allowed by this title.

SIDEWALK: That portion of a street between the lateral lines of the roadway and the adjacent property lines set apart for use by pedestrians.

SITE PLAN REVIEW: The process whereby the planning department shall review the site plans, maps and other studies to assist in determining the manner in which the applicant intends to make use of his property to assure that they meet the stated purposes and standards of the zoning district and provide for the necessary public facilities associated with the development.

STORY: That portion of a building included between the surface of any floor and the surface of the floor next above it or if there be no floor above it, then the space between such floor and the ceiling next above.

STREET: The entire width between the right-of-way lines of every way for vehicular and pedestrian traffic and includes the terms "road", "highway", "lane", "place", "avenue", and other similar designations.

STRUCTURAL ALTERATIONS: Any change which would prolong the life of the supporting members of a building or structure, such as bearing walls, columns, beams or girders.

STRUCTURE: That which is built or constructed.

TERRACE, OPEN: A level and rather narrow plain or platform which, for purposes of this title, is located adjacent to one (1) or more faces of the main structure and which is constructed not more than four feet (4') in height above the average level of the adjoining ground.

TIMESHARE CONDOMINIUM: A condominium in which units are individually owned by a family or group of persons for a variable amount of time during the year, and in which part or all of the units may be available to transients for rent or on an exchange basis. For the purposes of this title, timeshare condominium or unit shall be considered a motel.

TOWNHOUSE: An attached dwelling, designed for residence by a single-family or household, that shares a party or common wall and occasionally a single roof with at least one (1) other similar residence. Townhouses and the land they rest upon are usually individually owned with a proportional interest in the common areas of the development.

TRAILER: A vehicle without motive power used for human habitation, including a trailer coach or house trailer designed to be drawn by a motor vehicle.

TRAILER PARK, MOBILE HOME PARK, TRAILER COURT: Any premises occupied or designed to accommodate more than one (1) mobile home or trailer.

USE: The purpose for which land or a building is intended, designed, arranged or maintained.

VACATION HOME RENTAL OCCUPANCY: The use of a dwelling unit by any person or group of persons who occupies or is entitled to occupy a dwelling unit for remuneration for a period of time less than thirty (30) days but at least two (2) days, counting portions of days as full days. "Remuneration" means compensation, money, rent or other bargained for consideration given in return for occupancy, possession or use of real property. Home exchanges where money is not transferred shall be excluded from this definition.

VISUAL RUNWAY: A runway intended solely for the operation of aircraft using visual approach procedures.

YARD: An open space unoccupied and unobstructed from the ground upward, on the same lot with a main building, except as otherwise provided in this chapter.

YARD, FRONT: A yard extending across the full width of the lot and lying between the front line of the lot and the nearest line of the building.

YARD, REAR: A yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.

YARD, SIDE: That part of the yard lying between the main building and a side lot line, and extending from the required front yard (or from the front lot line, if there is no required front yard) to the required rear yard.

(Ord. 1084, 6-2-2003; amd. Ord. 1091, 8-20-2003; Ord. 1127, 2-16-2005; Ord. 1135, 7-20-2005; Ord. 1152, 7-19-2006; Ord. 1178, 8-15-2007; Ord. 1196, 11-19-2008; Ord. 1263, 12-29-2011; Ord. 1281, 5-15-2013; Ord. 1336, 11-2-2016; Ord. 1393, 3-16-2022; Ord. No. 1413, § 1, 12-20-2023; Ord. No. 1432, § 1, 9-17-2025; Ord. No. 1436, § 1, 2-18-2026)

9-3-1: Description of Industrial Zoning Districts:

This chapter provides regulations applicable to development and new land uses in the industrial zoning districts established by ordinance 1252. The purposes of individual industrial zoning districts are as follows:

- A. IG (Industrial General) District: The IG district is intended for lands appropriate for light and medium manufacturing and industrial activities with direct access to major transportation routes, such as arterial roads, air and rail service. The IG district allows a wide range of manufacturing and industrial uses, which generate little traffic from tourists and the general public and are consistent with the Sandpoint comprehensive plan. Commercial uses are generally limited to accessory sales of goods produced on site. Residential use is very limited, with a single caretaker unit per property permitted.
- B. IBP (Industrial Business Park) District: The IBP district is intended for master planned business and industrial parks in campus like settings. This district is suitable for administrative and professional offices, research and development parks, limited distribution, light and medium manufacturing, and assembly operations. Commercial and residential uses are generally permitted, although design standards mirroring the downtown commercial areas will apply in an effort to develop the area in alignment with the CA-4 definition of the comprehensive plan. CA-4 areas are to become vibrant secondary centers of commercial, office, and residential development, serving as neighborhood hubs for residents in neighboring districts. The IBP zoning district is consistent with the land use category of the Sandpoint comprehensive plan in areas generally south of Baldy Mountain Road.
- C. ITP (Industrial Technology Park) District: The ITP district is intended for lands suitable for technology production and development, such as ~~data centers~~, medical imaging processing, business incubators, biotechnology, software development, engineering, and similar technology related industry. Sites appropriate for this designation should have readily available utilities and fiber optic availability and be characterized by large contiguous properties. The ITP district is consistent with the Sandpoint comprehensive plan.

(Ord. 1252, 4-20-2011)

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(Ord. 1252, 4-20-2011)

9-3-3: Allowed Uses and Permit Requirements:

- A. Permitted Land Uses: The land uses allowed by this zoning ordinance in industrial zoning districts are identified in table 1 of this section as:
 - 1. "Permitted" land uses are indicated by a "P". Permitted land uses are allowed on a property without discretion by the city, subject to compliance with all applicable provisions of this code.
 - 2. "Conditionally permitted" land uses are indicated by a "C" and are allowed only with the approval of a conditional use permit (section 9-9-6 of this title). These uses are subject to all applicable provisions of this chapter, as are permitted uses. However, the city has discretion to approve, approve with conditions, or deny a conditional use permit application. The decision on a conditional use permit is based upon the circumstances of an individual case and the criteria in section 9-9-6 of this title.
- B. Uses Not Permitted or Not Listed: Land uses not permitted are those indicated by a "-" on the table. Land uses not listed on the tables are not allowed, except by the determination of the planning director, who will consider whether the use is similar to a permitted use after consulting the current edition of the North American industry classification system code.
- C. Regulations for Specific Uses: Where a column in the following tables includes a reference to a section number or footnote, regulations in the referenced section or footnote apply to the use. However, provisions in other sections of this zoning ordinance or this code may also apply, along with the current adopted version

of the international building code, international residential code and applicable sections of the uniform fire code and national fire protection association standards.

- D. Ancillary Uses: Ancillary uses are those secondary activities associated with a primary land use directly associated with and supporting said primary permitted or conditionally permitted land use. Ancillary uses and activities typically require a minor portion of the square footage or space in a business premises, impose no additional impacts on land use patterns, building design, parking requirements, or outdoor storage. Examples of ancillary uses include, but are not limited to, small factory stores associated with an active manufacturing plant, on site childcare facilities, etc.

TABLE 1
INDUSTRIAL DISTRICT LAND USE REGULATIONS

Use permitted P
Conditional use permit C
Not permitted -

Use	Zoning District			Additional Regulations
	IG ⁵	IBP	ITP	
Commercial, offices and financial institutions:				
Banks	-	-	-	
Data Centers (as a standalone facility)	-	-	-	
Data Centers (as a component of another land use, building, or facility)	P	P	P	See note 6
Data centers, m Medical imaging processing, business incubators, software development, engineering and similar technology related industry	-	P	P	
Office, government	-	P*	P	* New construction shall comply with all design requirements outlined in section 9-3-5-1 of this chapter
Office, medical and dental	-	P*	-	* New construction shall comply with all design requirements outlined in section 9-3-5-1 of this chapter
Office, sales, administrative, business, professional	P*	P**	P*	* When associated with a permitted use in the zone** New construction shall comply with all design requirements outlined in section 9-3-5-1 of this chapter
Research and development	P	P	P	
Retail sales	P*	P**	P*	* When associated with permitted use in zone** New construction shall comply with all design requirements of section 9-3-5-1 of this chapter
Education and training:				

Child daycare center when on site and servicing employees during their work hours	P	P	P	
School, college or university (private)	-	P	C	
School, vocational or technical	C	P	P	
Entertainment and recreation related:				
Adult entertainment business	P*	-	-	* Prohibited within 1,000' of a residential zone or the centerline of Baldy Mountain Road, and having a 500' separation from like business
Athletic club	-	P	-	
Community and/or recreation center, stadium or arena	-	P	-	
Food service:				
Cafeteria for employee dining and catering services	P	P	P	
Drive-through sales (retail or with any food service)	-	-	-	
Grocery or convenience store	-	P*	P*	* New construction shall comply with all design requirements outlined in section 9-3-5-1 of this chapter
Restaurant, counter service	-	P*	P*	* New construction shall comply with all design requirements outlined in section 9-3-5-1 of this chapter
Restaurant, table service	-	P*	P*	* New construction shall comply with all design requirements outlined in section 9-3-5-1 of this chapter
General service:				
Aircraft hangars	P	-	P	
Auction (indoor)	-	P	-	
Business support services	-	P	P	
Equipment rental (outdoor)	-	P	-	
Hotel/motel	-	P*	-	* New construction shall comply with all design requirements outlined in section 9-3-5-1 of this chapter
Mini/self-storage	P	C	-	
Health and veterinary services:				
Ambulance service	-	P	-	
Animal hospital	-	P	-	
Animal kennel	P	C	-	
Emergency medical care	-	P	-	
Hospital	-	P	-	
Industry and manufacturing:				
Light	P	P	P	See note 1

Medium	P	P	C	See note 1
Heavy	-	-	-	
Aquaculture <1 acre per business	P	-	P	
Cogeneration and other energy production	P	C	C	
Industrial services	P	-	-	
Industry and manufacturing with outdoor processing or unenclosed storage of raw materials	P	-	-	
Laboratory	P	P	P	
Material resource recovery facility (MRRF)	C	-	-	See section 9-3-5-2 of this chapter
Operation of slaughterhouse, glue factory, tannery or similar operations with more than 2 employees during any shift	-	-	-	
Scrap and salvage operation	C	-	-	
Wholesale, storage and distribution, including bulk tank storage of liquids	P	C	-	
Public, quasi-public, and assembly:				
Church or other place of worship	-	P	-	
Clubs, fraternities, sororities, lodges and similar uses	P	P	P	
Corporation yard	P	C	-	
Public safety facility	P	P	P	
Utilities, public or quasi-public utilities	P	C	C	
Transportation and communication:				
Airport	P	-	-	
Antenna or communication facility	P*	P*	C	* See airport overlay restrictions
Helipad	P	P*	-	* Hospital/medical use
Moving and drayage service	P	P	-	
Parking facility, nonresidential	P	C	-	
Private transportation service	C	C	-	
Transit station or terminal	C	P	-	
Truck stop	-	-	-	
Vehicle sales and service:				
Automobile and vehicles major repair and sales	P	-	-	
Large truck and machinery - sales and leasing	P	-	-	
Service station	C	C	-	
Vehicle storage or impound yard	P	-	-	See note 3
Other uses:				
Accessory use, nonresidential	P	P	P	

Building or landscape material sales	P	C	-	
Contractor's yard	P	C	-	
Homeless shelter	-	-	-	
Residential	-	P	-	See note 4
Residential caretaker unit	P*	P	P*	See note 2* Residential use is prohibited within the footprint of the airport overlay zone

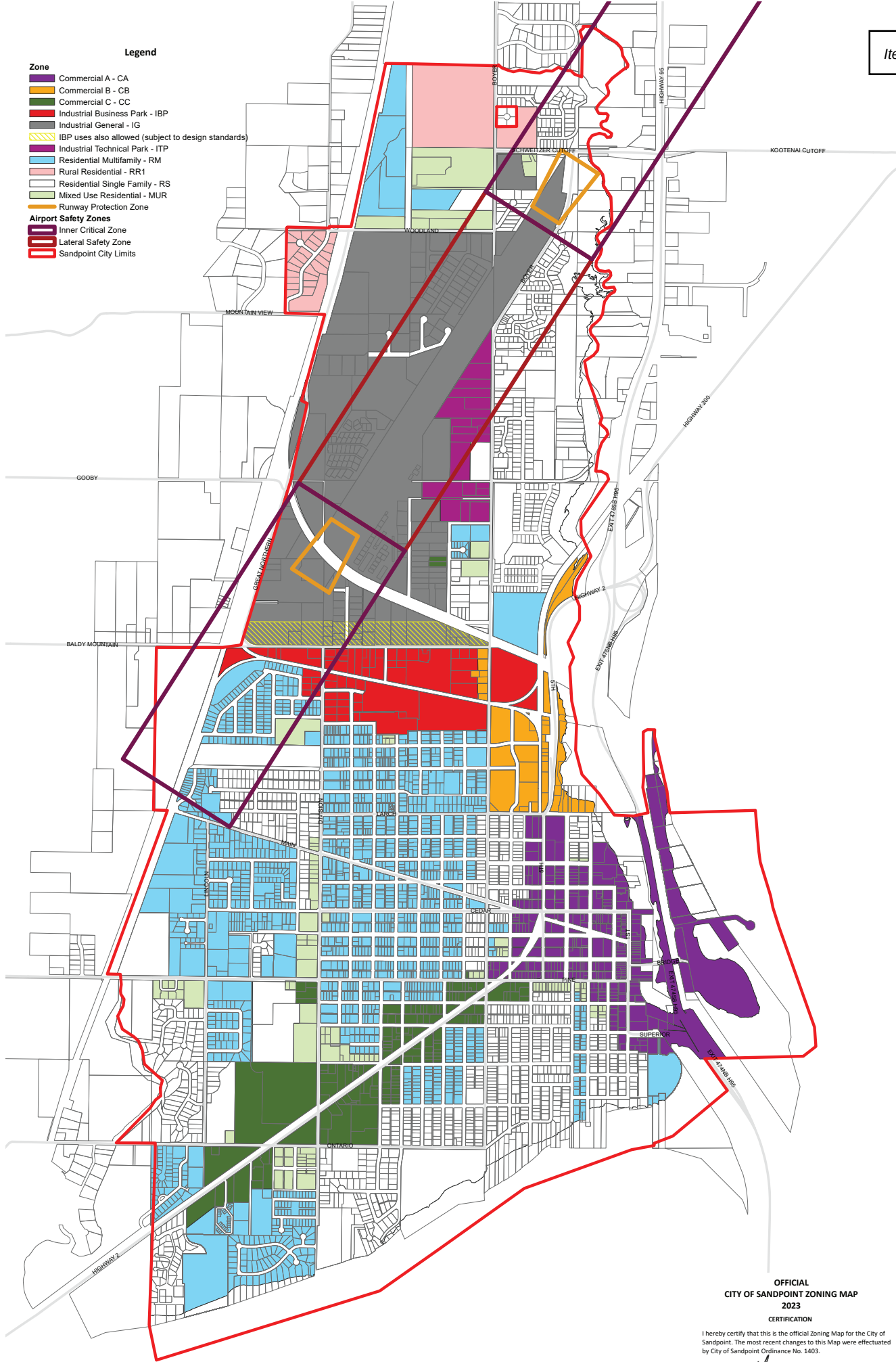
Notes:

1. Uses meeting the "manufacturing and assembly, light and medium" definitions shall include biotechnology, software/hardware development, electronics, and similar technologies, along with artist studios.
2. Only 1 residential caretaker unit shall be permitted per property. The unit shall be located within a principal building on the site and/or completely screened. The maximum size of a caretaker unit is limited to one thousand (1,000) square feet.
3. No vehicle may be stored or displayed on any vacant site or at any vacant commercial/industrial location except when approved as part of an auto dealership or vehicle storage or impound yard.
4. Residential uses are permitted on upper stories above ground floor nonresidential use, or on ground floors behind storefront space.
5. Permitted IBP uses are allowed in the IG zone four hundred feet (400') north of the centerline of Baldy Mountain Road. Section 9-3-5 of this chapter shall be applicable to development in this area.

6. No Data Center as a component of another land use, building, or facility shall exceed 5,000 sf in size.

(Ord. 1252, 4-20-2011)

- Legend**
- Zone**
- Commercial A - CA
 - Commercial B - CB
 - Commercial C - CC
 - Industrial Business Park - IBP
 - Industrial General - IG
 - IBP uses also allowed (subject to design standards)
 - Industrial Technical Park - ITP
 - Residential Multifamily - RM
 - Rural Residential - RR1
 - Residential Single Family - RS
 - Mixed Use Residential - MUR
 - Runway Protection Zone
- Airport Safety Zones**
- Inner Critical Zone
 - Lateral Safety Zone
 - Sandpoint City Limits



OFFICIAL
CITY OF SANDPOINT ZONING MAP
2023

CERTIFICATION

I hereby certify that this is the official Zoning Map for the City of Sandpoint. The most recent changes to this Map were effectuated by City of Sandpoint Ordinance No. 1403.

Melissa Ward
Melissa Ward, City Clerk



AGENDA REPORT

City Council Meeting

TODAY'S DATE: September 14, 2026

MEETING DATE: September 16, 2026

TO: Mayor Grimm, Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: City Beach RV Park Improvements: Project Scope, Funding Options, and Direction

Requested Action

Provide direction regarding the scope, funding, and schedule for the City Beach RV Park improvement project, taking into consideration the relationship between the RV park improvements and the planned reconstruction of the larger City Beach vehicle and boat-trailer parking area.

Background

In 2025, the City received a \$950,000 Idaho Department of Parks and Recreation (IDPR) RV Fund grant for improvements to the City Beach RV Park. The City committed a \$50,000 local match, resulting in total project funding of \$1 million.

Approximately \$167,000 of the total project budget is allocated to design and engineering, leaving approximately \$833,000 available for construction.

As the project advanced to 35% design, the engineer's construction estimate exceeded the available budget. Council subsequently directed the project team to evaluate opportunities to reduce costs while preserving the essential function and quality of the RV park.

The design team has now prepared three value-engineered project levels:

<i>Project Level</i>	<i>Estimated Construction Cost</i>	<i>General Scope</i>
<i>Essential RV Park</i>	\$1,102,653	Core utility, circulation, site, landscaping, and operational improvements
<i>Signature RV Park</i>	\$1,496,033	Essential improvements plus permanent restroom and shower facilities and enhanced amenities
<i>Destination RV Resort</i>	\$1,812,158	Full project envisioned through the original design process

These estimates are planning-level figures and remain subject to refinement through final design and competitive bidding.

Relationship to the Larger City Beach Improvement Project

The RV park is one component of a broader, multiyear effort to improve circulation, parking, waterfront access, and visitor facilities at City Beach.

HMH Engineering's current design contract includes advancing a separate concept for reconstruction of the larger City Beach parking area to approximately 35% design by December 2026 (design for which is funded with \$108,000 of Parks Capital Improvement Fund dollars). This project is expected to address vehicle parking, boat-trailer parking, circulation, and access to the City Beach boat-launch facility.

The original implementation strategy anticipated that the City would use the 35% parking lot design to pursue grants in early 2027, complete the remaining design work thereafter, and undertake a full parking-lot reconstruction in fall and winter 2027-2028. Parks Capital Improvement Fund revenues would be used as a local match and to cover costs not supported by grants.

The scheduling decision for the RV park therefore has implications beyond the RV park itself. If Council selects Option 2, the Signature RV Park would advance to 100% design while the larger parking project advances to 35% design. Both projects could then support a coordinated set of grant applications during the upcoming winter.

If sufficient funding is secured and the parking design is subsequently completed, the City could solicit bids in fall 2027 for the RV park and parking improvements under a single construction contract.

A combined project may offer several advantages:

- One mobilization and staging effort rather than separate mobilizations in consecutive years;
- Better coordination of grading, drainage, utilities, paving, landscaping, and pedestrian circulation;
- Reduced risk that improvements constructed under one project must later be removed or modified by the other;
- More consistent materials, site finishes, and construction standards;
- A single contractor responsible for coordinating work across the project area;
- Potentially more competitive pricing because of the larger contract value; and
- A shorter overall period of disruption at City Beach.

These savings cannot be quantified until the parking lot project reaches a more advanced level of design and the combined project is bid. A larger combined contract may also attract a different pool of contractors and create additional construction-management complexity. Nevertheless, staff believe there is a reasonable potential for cost and coordination efficiencies compared with bidding the RV park and parking improvements as separate projects.

Potential Grant Strategy

Under Option 2, the City would pursue a coordinated grant strategy for the two City Beach projects beginning in January 2027. Potential sources may include:

- **IDPR RV Fund:** Additional support for permanent restroom and shower facilities, accessibility, landscaping, paved RV sites, and other eligible campground improvements;
- **IDPR Waterways Improvement Fund:** Potential support for eligible boat-trailer parking, circulation, and boat-launch access improvements;

- **Idaho GEM Grant:** Potential assistance with public infrastructure supporting recreation, tourism, and economic activity;
- **Community Development Block Grant:** Potential support for eligible public-facility and accessibility improvements, subject to applicable program requirements;
- **Land and Water Conservation Fund:** Potential support for eligible outdoor recreation and public-access improvements; and
- Other state, federal, or private funding programs identified by staff and the design team.

Final eligibility, match requirements, application schedules, and the ability to combine funding sources will need to be confirmed for each program. Not every element of the combined project will necessarily be eligible under every grant.

The City has successfully used similar grant programs to complete other significant parks and waterfront projects, including the expansion of Windbag Marina and improvements to the War Memorial Field boat-launch facility approximately six years ago. That experience demonstrates the value of advancing projects to a sufficient level of design before applying and assembling multiple funding sources around a coordinated capital project.

Consultation With IDPR

Staff recently met with IDPR grant administrators to discuss the RV park's increased costs and potential funding alternatives. Several important points emerged:

- No additional or "top-off" funding is available under the City's existing \$950,000 grant. If the City begins construction this year, costs exceeding the current budget must initially be covered by the City.
- The City may submit another RV Fund grant application during the next grant cycle. Applications are due in January 2027.
- Supplemental grant requests resulting from construction-cost escalation are not unusual.
- Every eligible application submitted during the previous grant cycle reportedly received funding. Reduced participation by federal agencies may also leave more funding available for state and municipal projects.
- IDPR representatives indicated that a project already under construction could be viewed favorably during the next grant cycle.
- IDPR expressed concern about treating an improved RV park without a permanent restroom as a completed project. IDPR staff did not support portable toilets as the permanent restroom solution for a renovated facility.
- A future application should explain the effects of cost escalation and identify the remaining improvements necessary to complete a functional, high-quality project.
- The application should also explain which improvements could be completed by City Parks staff, including irrigation, picnic tables, landscaping, and similar amenities.

Based on these discussions, staff believes there is a reasonable prospect of securing an additional RV Fund grant. An award cannot, however, be guaranteed.

Funding Considerations

The Parks Capital Improvement Fund is supported by revenues generated through the use of City parks and recreation facilities. These revenues include approximately \$100,000 annually from RV park visitor fees, along with revenues from the City's marinas, War Memorial Field, Travers Park, picnic shelters, and other parks facilities.

These are dedicated parks-generated revenues rather than property-tax revenue or General Fund revenue.

The current approved budget for FY2026/2027 includes **\$1,000,000** from the Parks Capital Improvement Fund for “Parks Master Plan Identified Projects.” If council chooses options 1 or 3 tonight, no additional amendment to the approved budget will be required, and staff will allocate additional matching funds to advance construction of the RV park in the months ahead.

On the other hand, preserving this fund’s capacity is an important consideration. In addition to the RV park, the fund is expected to help finance the City Beach boat-launch access, boat-trailer parking, and general vehicle-parking improvements. A substantial additional commitment to the RV park now would reduce the funding available to match future grants and complete the larger City Beach project.

Alternatives

Option 1: Construct the Essential RV Park This Winter and Pursue Phase 2 Funding

Council could authorize additional Parks Capital Improvement Fund expenditures sufficient to construct the Essential RV Park during winter 2026–2027. The park would reopen for the summer 2027 season.

Based on the current estimate, the required construction funding would be:

<i>Funding Calculation</i>	<i>Amount</i>
<i>Essential RV Park construction estimate</i>	\$1,102,653
<i>Existing construction budget</i>	(\$833,000)
<i>Additional City funding required</i>	\$269,653

For budgeting purposes, staff recommend allowing approximately \$270,000, subject to confirmation of the final estimate and any appropriate construction contingency.

At the same time, staff would submit a second IDPR RV Fund grant application for a subsequent phase. That phase could include:

- A permanent restroom and shower facility;
- Paved RV sites rather than gravel sites;
- Additional landscaping and irrigation;
- Improved sidewalks and ADA accessibility;
- A shared waterfront fire pit;
- Perimeter fencing; and
- Additional site furnishings.

Phase 2 would tentatively be constructed in fall 2027, subject to additional grant funding. The larger parking project would proceed on its existing design and grant schedule but would likely be bid separately from the initial RV park construction.

Advantages

- Begins construction this winter.
- Allows the renovated RV park to reopen by summer 2027.
- Addresses aging infrastructure and operational needs sooner.
- Demonstrates progress when the next RV Fund application is considered.

- Allows the City to pursue additional amenities as a subsequent phase.

Disadvantages and risks

- Requires approximately \$270,000 in additional City funding immediately.
- Reduces the Parks Capital Improvement Fund balance available to match grants for the larger City Beach parking project.
- The Essential RV Park does not include a permanent restroom in its base estimate.
- Adding even a smaller restroom as a bid alternate could increase the construction package to approximately \$1.3 million, creating a substantially larger funding gap.
- Requires the RV park and parking work to proceed on separate construction schedules, potentially resulting in duplicated mobilization, staging, grading, and construction-management costs.
- Newly constructed RV park improvements could be affected by parking-lot construction the following year.
- The City should not award a construction contract or additive alternate without an identified and legally available funding source.

Option 2: Coordinate the Signature RV Park and Larger Parking Project

Council could direct the design team to advance the Signature RV Park through 100% design while completing 35% design of the larger vehicle and boat-trailer parking project by December 2026.

Staff would use both designs to pursue a coordinated package of grant applications beginning in January 2027. The City would continue operating the existing RV park through the 2027 season. If sufficient funding is awarded and the remaining parking design is completed, the City could solicit bids in fall 2027 for construction of both projects under one contract.

Based on the current RV park estimate, the Signature RV Park has the following funding gap:

<i>Funding Calculation</i>	<i>Amount</i>
<i>Signature RV Park construction estimate</i>	\$1,496,033
<i>Existing RV park construction budget</i>	(\$833,000)
<i>Additional RV park funding required</i>	\$663,033

The total funding need for the combined project cannot be determined until the parking design and cost estimate are completed. The amount requested from each funding program would be adjusted based on eligibility, the City's proposed match, other grant awards, further value engineering, and updated estimates.

Advantages

- Provides an opportunity to construct a more complete RV park, including permanent restroom and shower facilities.
- Responds to IDPR's concern about completing the project without permanent restrooms.
- Coordinates the RV park with planned vehicle parking, boat-trailer parking, circulation, and boat-launch access improvements.
- May reduce costs through consolidated mobilization, grading, drainage, utilities, paving, landscaping, and construction management.
- Reduces the risk that work completed under one project must later be modified by the other.

- Supports a broader and potentially more competitive package of state and federal grant applications.
- May substantially reduce the additional City funding required for both projects.
- Preserves Parks Capital Improvement Fund resources as matching funds for the larger City Beach project.
- Avoids awarding construction work before adequate funding is secured.
- Completes the principal City Beach improvements during one coordinated construction period.

Disadvantages and risks

- Delays RV park construction by approximately one year.
- Requires operation of the existing RV park for another season.
- Additional grant funding is not guaranteed.
- If grant applications are unsuccessful, the City could face essentially the same RV park funding decision in fall 2027.
- Delayed construction could expose both projects to further cost escalation.
- Combining the projects would create a larger and more complex construction contract.
- The timing of a combined bid would depend upon grant awards and completion of the parking project's final design.
- Some grant programs may have different deadlines, eligibility requirements, environmental-review procedures, or construction schedules that complicate a combined project.

Option 3: Construct the Essential RV Park and Consider the Project Complete

Council could authorize approximately \$270,000 in additional Parks Capital Improvement Fund expenditures, construct the Essential RV Park this winter, and not seek funding for a subsequent RV park phase.

The larger parking project would continue independently through design, grant applications, and future construction.

Advantages

- Completes the RV park project on the earliest schedule.
- Avoids uncertainty associated with another RV Fund grant application.
- Limits the RV park to its most essential improvements.

Disadvantages and risks

- Requires additional City funding.
- Does not provide a permanent restroom or shower facility.
- Does not provide several amenities contemplated during the design and public-engagement process.
- May not be well received by IDPR, which expressed concern about treating an RV park without permanent restrooms as a completed project.
- Foregoes the opportunity to obtain additional state RV Fund assistance.
- Reduces the Parks Capital Improvement Fund balance available for the larger parking project.
- Does not capture the potential efficiencies of coordinating RV park and parking construction.

Option 4: Pause the RV Park Project Indefinitely

Council could direct staff to stop final design and postpone the RV park project until a future date. Work on the larger parking project could either continue under the existing design contract or also be reconsidered by Council.

The City would remain responsible for RV park design and engineering expenses already incurred. Because those expenses were undertaken as part of a grant-funded construction project, IDPR may decline to reimburse some or all of the costs if the City no longer intends to proceed with construction.

Advantages

- Avoids committing additional RV park construction funding at this time.
- Preserves Parks Capital Improvement Fund resources in the short term.

Disadvantages and risks

- Could result in the loss of the existing \$950,000 RV Fund grant.
- Could leave the City responsible for design expenses without a completed project.
- Delays needed RV park infrastructure improvements indefinitely.
- Could undermine the City's ability to present a coordinated City Beach improvement strategy in upcoming grant applications.
- Future construction costs may be higher.
- Would require the City to restart grant coordination and potentially update the design at a later date.

Staff Analysis

The decision involves more than whether to renovate the RV park this winter or next. It will also determine whether the RV park is constructed as an independent project or coordinated with the larger City Beach parking, circulation, and boat-launch access improvements.

Option 1 provides the most direct path to construction and would allow the renovated RV park to reopen by summer 2027. It may also strengthen the next RV Fund application by demonstrating that construction is underway. However, it requires a substantial immediate allocation from the Parks Capital Improvement Fund, does not include a permanent restroom in its base scope, and would likely result in separate RV park and parking construction projects in consecutive years.

Option 2 delays the RV park but creates the opportunity to approach City Beach as one coordinated capital project. Advancing the Signature RV Park to 100% design and the parking project to 35% design would provide the City with two well-developed projects for the upcoming grant cycle. It would also allow the City to assemble funding from programs directed toward campground facilities, boating access, public infrastructure, accessibility, and outdoor recreation.

If those efforts are successful, the City could bid the RV park and parking lot improvements together in fall 2027. Although savings cannot be guaranteed, a combined contract could reduce duplicated mobilization and staging expenses, improve coordination among the projects, and minimize the risk of reconstructing or disturbing recently completed work.

This strategy also preserves Parks Capital Improvement Fund resources for use as grant matches across the larger City Beach program rather than committing a substantial share of those resources immediately to the reduced RV park scope.

For these reasons, **staff recommend Option 2**. Staff believe the potential benefits of a more complete RV park, coordinated City Beach construction, broader grant participation, and preservation of local capital funds outweigh the cost of operating the existing RV park for one additional season.

If Council determines that beginning RV park construction this winter is the overriding priority, staff recommends Option 1, with work awarded only within confirmed available funding and any restroom or other improvements structured as additive alternatives that may be awarded only after funding is secured.

Fiscal Impact

The fiscal impact depends on Council's selected alternative:

<i>Option</i>	<i>Near-Term City Funding Impact</i>
<i>1. Essential RV Park now; pursue Phase 2 grant</i>	Approximately \$269,653 in additional Parks Capital Improvement funds, excluding a restroom alternate and additional contingency
<i>2. Coordinate Signature RV Park and parking project</i>	No immediate construction appropriation; future City match and combined project funding plan to be determined following grant awards
<i>3. Essential RV Park as final scope</i>	Approximately \$269,653 in additional Parks Capital Improvement funds
<i>4. Pause RV park indefinitely</i>	No construction appropriation, but potential loss of grant reimbursement and City responsibility for design costs already incurred

Option 2 may produce construction efficiencies through a combined contract, but the potential savings cannot be estimated until the parking project reaches 35% design and a preliminary combined cost estimate is prepared.

No General Fund or property-tax revenue is proposed for the additional City funding described in Options 1 or 3.

Staff Recommendation

Staff recommend that Council select **Option 2** and direct the project team to:

1. Advance the **Signature RV Park** through 100% design;
2. Complete 35% design of the larger City Beach vehicle and boat-trailer parking project by December 2026;
3. Use both designs to pursue a coordinated package of state and federal grant applications beginning in January 2027; and
4. Subject to grant awards and subsequent Council authorization, solicit bids in fall 2027 for construction of both projects under a single contract.

This approach delays RV park construction by approximately one year but offers the best opportunity to complete a higher-quality RV park, coordinate it with the larger City Beach parking improvements, leverage additional grant funding, reduce the City's required contribution, and potentially achieve construction efficiencies through a combined bid.

If Council determines that reopening an improved RV park by summer 2027 is the overriding priority, staff recommends Option 1 as the preferred alternative.

Recommended Motion

I move to direct staff and the project design team to proceed with 100% design of the Signature RV Park and 35% design of the City Beach vehicle and boat-trailer parking improvements; defer construction until the results of the upcoming grant applications are known; pursue available funding through the IDPR RV Fund, Waterways Improvement Fund, Idaho GEM Grant, Community Development Block Grant, Land and Water Conservation Fund, and other appropriate programs; and, if sufficient funding is secured, return to Council with a proposed funding plan and authorization to solicit bids for a coordinated fall 2027 construction project.

Alternative Motion

I move to authorize an additional appropriation of up to \$_____ from the Parks Capital Improvement Fund for construction of the Essential RV Park; direct staff to complete final design and solicit construction bids for work within confirmed available funding; and direct staff to pursue additional grant funding for permanent restroom facilities, other RV park amenities, and the larger City Beach vehicle and boat-trailer parking improvements.

Attachments

City Beach RV Park 35% Engineer's Estimate: Project Options

SIGNATURE RV PARK OPTION
35% DESIGN ENGINEER'S ESTIMATE
City of Sandpoint, City Beach RV Park Renovation
Prepared By: HMM Engineering
Date: September 2026

Bid Schedule A - Signature RV Park

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ENG ESTIMATE AMOUNT
201.4.1.B.1	CLEARING AND GRUBBING	1	LS	\$ 5,000.00	\$ 5,000.00
201.4.1.C.1	REMOVAL OF OBSTRUCTIONS	1	LS	\$ 10,000.00	\$ 10,000.00
202.4.1.E.1	EXCAVATION & HAUL OFFSITE	2290	CY	\$ 30.00	\$ 68,700.00
205.4.1.B.1	DEWATERING	1	LS	\$ 5,000.00	\$ 5,000.00
401.4.1.A.1	WATER MAIN PIPE - 4-INCH - C900 PVC	420	LF	\$ 75.00	\$ 31,500.00
404.4.1.A.1	WATER SERVICE CONNECTION (1-INCH, HDPE) W/FROST FREE HOSE BIB	18	EA	\$ 2,000.00	\$ 36,000.00
404.4.1.A.3	WATER SERVICE CONNECTION (1-INCH, HDPE) RESTROOM BUILDING	1	EA	\$ 1,200.00	\$ 1,200.00
404.4.1.B.1	4-INCH BLOWOFF ASSEMBLY	1	EA	\$ 7,500.00	\$ 7,500.00
501.4.1.B.1	GRAVITY SEWER PIPE - 8-INCH - 3034 PVC	360	LF	\$ 80.00	\$ 28,800.00
501.4.1.C.1	CCTV INSPECTION - 8-INCH	360	LF	\$ 10.00	\$ 3,600.00
502.4.1.A.1	SANITARY SEWER MANHOLE, TYPE A, W/CONCENTRIC CONE	3	EA	\$ 5,000.00	\$ 15,000.00
503.4.1.A.3	SERVICE LINE CLEAN-OUT (4-INCH, C900 PVC)	19	EA	\$ 1,000.00	\$ 19,000.00
504.4.1.A.1	SEWER SERVICE LINE (4-INCH, C900 PVC)	1430	LF	\$ 75.00	\$ 107,250.00
601.4.1.A.1	8-INCH STORM DRAIN PIPE, CLASS ASTM D 3034 PVC	120	LF	\$ 65.00	\$ 7,800.00
602.4.1.G.1	STORM DRAIN INLET - TYPE 12" INLINE DRAIN	2	EA	\$ 1,500.00	\$ 3,000.00
705.4.1.A.1	PORTLAND CEMENT CONCRETE PAVEMENT - CLASS 4000, THICKNESS 4"	30	SY	\$ 85.00	\$ 2,550.00
706.4.1.A.3	6" VERTICAL CURB (NO GUTTER)	220	LF	\$ 70.00	\$ 15,400.00
706.4.1.A.5	STANDARD 6" VERTICAL CONCRETE CURB AND GUTTER	320	LF	\$ 70.00	\$ 22,400.00
706.4.1.B.1	CONCRETE VALLEY GUTTER	380	LF	\$ 70.00	\$ 26,600.00
706.4.1.E.1	CONCRETE SIDEWALK, THICKNESS 4"	110	SY	\$ 75.00	\$ 8,250.00
706.4.1.H.1	PEDESTRIAN RAMP W/DETECTABLE WARNING DOMES	60	SY	\$ 250.00	\$ 15,000.00
706.4.1.I.1	CONCRETE CURB DROPS	2	EA	\$ 250.00	\$ 500.00
802.4.1.A.1	CRUSHED AGGREGATE BASE, 3/4-INCH	2180	TON	\$ 35.00	\$ 76,300.00
802.4.1.E.1	CRUSHED AGGREGATE SUBBASE, 2.5-INCH	1660	TON	\$ 35.00	\$ 58,100.00
802.4.1.F.1	GRAVEL SURFACING	590	TON	\$ 35.00	\$ 20,650.00
810.4.1.A.1	PLANT MIX PAVEMENT (3" THICKNESS)	340	TON	\$ 135.00	\$ 45,900.00
1001.4.1.A.1	SEDIMENT CONTROL & CONSTRUCTION SITE MANAGEMENT	1	LS	\$ 10,000.00	\$ 10,000.00
1006.4.1.B.1	RIPRAP SLOPE AND OUTLET PROTECTION	80	SY	\$ 100.00	\$ 8,000.00
1006.4.1.F.1	RIPRAP SLOPE AND WEIR PROTECTION	50	SY	\$ 100.00	\$ 5,000.00
1102.4.1.A.1	RV PARK ELECTRICAL GENERAL	1	LS	\$ 236,318.00	\$ 236,318.00
1102.4.1.A.5	EV CHARGER CIRCUIT	1	LS	\$ 2,920.00	\$ 2,920.00
1103.4.1.A.1	CONSTRUCTION TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
1104.4.1.A.1	PAVEMENT LINE PAINT OR PAINTED TRAFFIC MARKINGS	420	SF	\$ 5.00	\$ 2,100.00
1105.4.1.A.1	PERMANENT SIGNING	10	SF	\$ 50.00	\$ 500.00
1107.4.1.A.1	REMOVAL OF PAVEMENT MARKINGS	1	LS	\$ 500.00	\$ 500.00
2010.4.1.A.1	MOBILIZATION	1	LS	\$ 71,000.00	\$ 71,000.00
2020.4.1.H.1	CONSTRUCTION SURVEYING	1	LS	\$ 10,000.00	\$ 10,000.00
2040.4.1.C.1	TRASH ENCLOSURE	1	EA	\$ 15,000.00	\$ 15,000.00
2050.4.1.C.1	SUBGRADE SEPARATION GEOTEXTILE	5000	SY	\$ 5.50	\$ 27,500.00
2050.4.1.E.1	STRUCTURAL GEOGRID, TENSAR INTERAX NX750	2060	SY	\$ 7.00	\$ 14,420.00
2060.4.1.A.1	MINOR CHANGES	1	CS	\$ 10,000.00	\$ 10,000.00
SP01.4.1.A.1	RESTROOM/SHOWER BUILDING (2 RESTROOMS/SHOWERS)	1	LS	\$ 225,000.00	\$ 225,000.00
SP02.4.1.A.3	SITE LANDSCAPING ALTERNATE	1	LS	\$ 100,295.00	\$ 100,295.00
SP03.4.1.A.3	SITE IRRIGATION ALTERNATE	1	LS	\$ 45,000.00	\$ 45,000.00
SP04.4.1.A.1	FENCING & GATES	1	LS	\$ 31,680.00	\$ 31,680.00
SP06.4.1.A.1	BOLLARDS	4	EA	\$ 1,000.00	\$ 4,000.00
SP07.4.1.A.1	LANDSCAPE WALL (REQUIRED FOR FIVE 70-FT RV SPACES)	176	LF	\$ 175.00	\$ 30,800.00

Total Estimate - Bid Schedule A \$ 1,496,033.00

Scope Description: Reduced restroom/shower (x 2) facility; ten (10) 70-ft and eight (8) 55-ft long full service RV sites; reduced depth gravel and pavement sections for drive aisle and gravel surfaced RV sites; reduced landscaping without shared fire pit at waterfront; trash enclosure; new water, sewer and electrical mains and services; reduced irrigation; perimeter fencing; stormwater management; no site furnishings.

ESSENTIAL RV PARK OPTION
35% DESIGN ENGINEER'S ESTIMATE
City of Sandpoint, City Beach RV Park Renovation
Prepared By: HMM Engineering
Date: September 2026

Bid Schedule A - Essential RV Park

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ENG ESTIMATE AMOUNT
201.4.1.B.1	CLEARING AND GRUBBING	1	LS	\$ 5,000.00	\$ 5,000.00
201.4.1.C.1	REMOVAL OF OBSTRUCTIONS	1	LS	\$ 10,000.00	\$ 10,000.00
202.4.1.E.1	EXCAVATION & HAUL OFFSITE	2210	CY	\$ 30.00	\$ 66,300.00
205.4.1.B.1	DEWATERING	1	LS	\$ 5,000.00	\$ 5,000.00
401.4.1.A.1	WATER MAIN PIPE - 4-INCH - C900 PVC	420	LF	\$ 75.00	\$ 31,500.00
404.4.1.A.1	WATER SERVICE CONNECTION (1-INCH, HDPE) W/FROST FREE HOSE BIB	18	EA	\$ 2,000.00	\$ 36,000.00
404.4.1.A.3	WATER SERVICE CONNECTION (1-INCH, HDPE) RESTROOM BUILDING	1	EA	\$ 1,200.00	\$ 1,200.00
404.4.1.B.1	4-INCH BLOWOFF ASSEMBLY	1	EA	\$ 7,500.00	\$ 7,500.00
501.4.1.B.1	GRAVITY SEWER PIPE - 8-INCH - 3034 PVC	360	LF	\$ 80.00	\$ 28,800.00
501.4.1.C.1	CCTV INSPECTION - 8-INCH	360	LF	\$ 10.00	\$ 3,600.00
502.4.1.A.1	SANITARY SEWER MANHOLE, TYPE A, W/CONCENTRIC CONE	3	EA	\$ 5,000.00	\$ 15,000.00
503.4.1.A.3	SERVICE LINE CLEAN-OUT (4-INCH, C900 PVC)	19	EA	\$ 1,000.00	\$ 19,000.00
504.4.1.A.1	SEWER SERVICE LINE (4-INCH, C900 PVC)	1430	LF	\$ 75.00	\$ 107,250.00
601.4.1.A.1	8-INCH STORM DRAIN PIPE, CLASS ASTM D 3034 PVC	120	LF	\$ 65.00	\$ 7,800.00
602.4.1.G.1	STORM DRAIN INLET - TYPE 12" INLINE DRAIN	2	EA	\$ 1,500.00	\$ 3,000.00
706.4.1.A.3	6" VERTICAL CURB (NO GUTTER)	220	LF	\$ 70.00	\$ 15,400.00
706.4.1.A.5	STANDARD 6" VERTICAL CONCRETE CURB AND GUTTER	320	LF	\$ 70.00	\$ 22,400.00
706.4.1.B.1	CONCRETE VALLEY GUTTER	380	LF	\$ 70.00	\$ 26,600.00
706.4.1.I.1	CONCRETE CURB DROPS	2	EA	\$ 250.00	\$ 500.00
802.4.1.A.1	CRUSHED AGGREGATE BASE, 3/4-INCH	2120	TON	\$ 35.00	\$ 74,200.00
802.4.1.E.1	CRUSHED AGGREGATE SUBBASE, 2.5-INCH	1620	TON	\$ 35.00	\$ 56,700.00
802.4.1.F.1	GRAVEL SURFACING	500	TON	\$ 35.00	\$ 17,500.00
810.4.1.A.1	PLANT MIX PAVEMENT (3" THICKNESS)	310	TON	\$ 135.00	\$ 41,850.00
1001.4.1.A.1	SEDIMENT CONTROL & CONSTRUCTION SITE MANAGEMENT	1	LS	\$ 10,000.00	\$ 10,000.00
1006.4.1.B.1	RIPRAP SLOPE AND OUTLET PROTECTION	80	SY	\$ 100.00	\$ 8,000.00
1006.4.1.F.1	RIPRAP SLOPE AND WEIR PROTECTION	50	SY	\$ 100.00	\$ 5,000.00
1102.4.1.A.1	RV PARK ELECTRICAL GENERAL	1	LS	\$ 236,318.00	\$ 236,318.00
1102.4.1.A.5	EV CHARGER CIRCUIT	1	LS	\$ 2,920.00	\$ 2,920.00
1103.4.1.A.1	CONSTRUCTION TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
1104.4.1.A.1	PAVEMENT LINE PAINT OR PAINTED TRAFFIC MARKINGS	420	SF	\$ 5.00	\$ 2,100.00
1105.4.1.A.1	PERMANENT SIGNING	10	SF	\$ 50.00	\$ 500.00
1107.4.1.A.1	REMOVAL OF PAVEMENT MARKINGS	1	LS	\$ 500.00	\$ 500.00
2010.4.1.A.1	MOBILIZATION	1	LS	\$ 53,000.00	\$ 53,000.00
2020.4.1.H.1	CONSTRUCTION SURVEYING	1	LS	\$ 10,000.00	\$ 10,000.00
2040.4.1.C.1	TRASH ENCLOSURE	1	EA	\$ 15,000.00	\$ 15,000.00
2050.4.1.C.1	SUBGRADE SEPARATION GEOTEXTILE	5000	SY	\$ 5.50	\$ 27,500.00
2050.4.1.E.1	STRUCTURAL GEOGRID, TENSAR INTERAX NX750	2060	SY	\$ 7.00	\$ 14,420.00
2060.4.1.A.1	MINOR CHANGES	1	CS	\$ 10,000.00	\$ 10,000.00
SP02.4.1.A.3	SITE LANDSCAPING ALTERNATE	1	LS	\$ 100,295.00	\$ 100,295.00

Total Estimate - Bid Schedule A \$ 1,102,653.00

Scope Description: No restroom/shower facility; ten (10) 60-ft and eight (8) 55-ft long full service RV sites; reduced depth gravel and pavement sections for drive aisle and gravel surfaced RV sites; reduced landscaping without shared fire pit at waterfront, no sidewalks and ADA access; trash enclosure; new water, sewer and electrical mains and services; irrigation by City staff; perimeter fencing as separate project by City staff; stormwater management; no site furnishings.

DESTINATION RV RESORT OPTION
35% DESIGN ENGINEER'S ESTIMATE
City of Sandpoint, City Beach RV Park Renovation
Prepared By: HMM Engineering
Date: September 2026

Bid Schedule A - Destination RV Resort

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ENG ESTIMATE AMOUNT
201.4.1.B.1	CLEARING AND GRUBBING	1	LS	\$ 5,000.00	\$ 5,000.00
201.4.1.C.1	REMOVAL OF OBSTRUCTIONS	1	LS	\$ 10,000.00	\$ 10,000.00
202.4.1.E.1	EXCAVATION & HAUL OFFSITE	3200	CY	\$ 30.00	\$ 96,000.00
205.4.1.B.1	DEWATERING	1	LS	\$ 5,000.00	\$ 5,000.00
401.4.1.A.1	WATER MAIN PIPE - 4-INCH - C900 PVC	420	LF	\$ 75.00	\$ 31,500.00
404.4.1.A.1	WATER SERVICE CONNECTION (1-INCH, HDPE) W/FROST FREE HOSE BIB	18	EA	\$ 2,000.00	\$ 36,000.00
404.4.1.A.3	WATER SERVICE CONNECTION (1-INCH, HDPE) RESTROOM BUILDING	1	EA	\$ 1,200.00	\$ 1,200.00
404.4.1.B.1	4-INCH BLOWOFF ASSEMBLY	1	EA	\$ 7,500.00	\$ 7,500.00
501.4.1.B.1	GRAVITY SEWER PIPE - 8-INCH - 3034 PVC	360	LF	\$ 80.00	\$ 28,800.00
501.4.1.C.1	CCTV INSPECTION - 8-INCH	360	LF	\$ 10.00	\$ 3,600.00
502.4.1.A.1	SANITARY SEWER MANHOLE, TYPE A, W/CONCENTRIC CONE	3	EA	\$ 5,000.00	\$ 15,000.00
503.4.1.A.3	SERVICE LINE CLEAN-OUT (4-INCH, C900 PVC)	19	EA	\$ 1,000.00	\$ 19,000.00
504.4.1.A.1	SEWER SERVICE LINE (4-INCH, C900 PVC)	1430	LF	\$ 75.00	\$ 107,250.00
601.4.1.A.1	8-INCH STORM DRAIN PIPE, CLASS ASTM D 3034 PVC	120	LF	\$ 65.00	\$ 7,800.00
602.4.1.G.1	STORM DRAIN INLET - TYPE 12" INLINE DRAIN	2	EA	\$ 1,500.00	\$ 3,000.00
705.4.1.A.1	PORTLAND CEMENT CONCRETE PAVEMENT - CLASS 4000, THICKNESS 4"	180	SY	\$ 85.00	\$ 15,300.00
706.4.1.A.3	6" VERTICAL CURB (NO GUTTER)	220	LF	\$ 70.00	\$ 15,400.00
706.4.1.A.5	STANDARD 6" VERTICAL CONCRETE CURB AND GUTTER	320	LF	\$ 70.00	\$ 22,400.00
706.4.1.B.1	CONCRETE VALLEY GUTTER	380	LF	\$ 70.00	\$ 26,600.00
706.4.1.E.1	CONCRETE SIDEWALK, THICKNESS 4"	110	SY	\$ 75.00	\$ 8,250.00
706.4.1.H.1	PEDESTRIAN RAMP W/DETECTABLE WARNING DOMES	60	SY	\$ 250.00	\$ 15,000.00
706.4.1.I.1	CONCRETE CURB DROPS	2	EA	\$ 250.00	\$ 500.00
802.4.1.A.1	CRUSHED AGGREGATE BASE, 3/4-INCH	1740	TON	\$ 35.00	\$ 60,900.00
802.4.1.E.1	CRUSHED AGGREGATE SUBBASE, 2.5-INCH	3310	TON	\$ 35.00	\$ 115,850.00
810.4.1.A.1	PLANT MIX PAVEMENT (3" THICKNESS)	700	TON	\$ 135.00	\$ 94,500.00
1001.4.1.A.1	SEDIMENT CONTROL & CONSTRUCTION SITE MANAGEMENT	1	LS	\$ 10,000.00	\$ 10,000.00
1006.4.1.B.1	RIPRAP SLOPE AND OUTLET PROTECTION	80	SY	\$ 100.00	\$ 8,000.00
1006.4.1.F.1	RIPRAP SLOPE AND WEIR PROTECTION	50	SY	\$ 100.00	\$ 5,000.00
1102.4.1.A.1	RV PARK ELECTRICAL GENERAL	1	LS	\$ 236,318.00	\$ 236,318.00
1102.4.1.A.5	EV CHARGER CIRCUIT	1	LS	\$ 2,920.00	\$ 2,920.00
1103.4.1.A.1	CONSTRUCTION TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
1104.4.1.A.1	PAVEMENT LINE PAINT OR PAINTED TRAFFIC MARKINGS	420	SF	\$ 5.00	\$ 2,100.00
1105.4.1.A.1	PERMANENT SIGNING	10	SF	\$ 50.00	\$ 500.00
1107.4.1.A.1	REMOVAL OF PAVEMENT MARKINGS	1	LS	\$ 500.00	\$ 500.00
2010.4.1.A.1	MOBILIZATION	1	LS	\$ 86,000.00	\$ 86,000.00
2020.4.1.H.1	CONSTRUCTION SURVEYING	1	LS	\$ 10,000.00	\$ 10,000.00
2040.4.1.C.1	TRASH ENCLOSURE	1	EA	\$ 15,000.00	\$ 15,000.00
2050.4.1.C.1	SUBGRADE SEPARATION GEOTEXTILE	5000	SY	\$ 5.50	\$ 27,500.00
2060.4.1.A.1	MINOR CHANGES	1	CS	\$ 10,000.00	\$ 10,000.00
SP01.4.1.A.1	RESTROOM/SHOWER BUILDING (2 RESTROOMS, 2 SHOWERS)	1	LS	\$ 285,000.00	\$ 285,000.00
SP02.4.1.A.1	SITE LANDSCAPING	1	LS	\$ 168,070.00	\$ 168,070.00
SP03.4.1.A.1	SITE IRRIGATION	1	LS	\$ 50,670.00	\$ 50,670.00
SP04.4.1.A.1	FENCING & GATES	1	LS	\$ 31,680.00	\$ 31,680.00
SP05.4.1.A.1	SITE FURNISHINGS	1	LS	\$ 71,750.00	\$ 71,750.00
SP06.4.1.A.1	BOLLARDS	4	EA	\$ 1,000.00	\$ 4,000.00
SP07.4.1.A.1	LANDSCAPE WALL (REQUIRED FOR FIVE 70-FT RV SPACES)	176	LF	\$ 175.00	\$ 30,800.00

Total Estimate - Bid Schedule A \$ 1,812,158.00

Scope Description: See 35% plans. Full restroom (x 2) + shower (x 2) facility; ten (10) 70-ft and eight (8) 55-ft long full service RV sites; full depth gravel and pavement sections for drive aisle and RV sites; robust landscaping to include 41 trees, shared fire pit at waterfront, sidewalks and ADA access; trash enclosure; new water, sewer and electrical mains and services; irrigation; perimeter fencing; security gates; stormwater management; site furnishings to include picnic tables at each RV site.