

**SANDPOINT URBAN RENEWAL AGENCY
MEETING MINUTES OF SEPTEMBER 5, 2017
7:30 A.M. CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT: Eric Paull, Steve Lockwood, Kendon Perry, Tom Bokowy Aaron Qualls

MEMBERS ABSENT: Marilyn Sabella Curt Hagan,

CITY COUNCIL/ STAFF PRESENT: Melissa Bethel (minutes), Public Works Director Ryan Luttmann, Shawn Scroggins City Grant Administrator.

Meeting was called to order by Chairman Paull at 7:30 AM.

Minutes: Minutes for the August 1 and August 22, 2017 meetings were approved as submitted.

Financial Report:

Downtown general account \$757,670.16; Revenue Allocation Fund a/c \$128,836.59 Northern \$1,468,471.79. Downtown loan balance \$928,026.57 (next payment due 9-15-17 \$124,149.01).

Increment received in June: Downtown \$192,880.62, Northern \$139,609.09.

Payment not project specific:

Motion:

Lockwood moved and Bokowy second to pay \$1,201.00 to ICRMP for membership. **Motion passes unanimously.**

Old Business:

Downtown streets: Ryan Luttmann update on street projects. Church Street: 2014/2015 and 2015/2016 \$600,000. Advanced to date; \$592,246.65. Remaining balance \$7,753.35. Invoices for approval \$7,753.35:

Luttmann stated the submitted invoice is for design of Cedar and First. He stated the design is finalized and ready to rebid. Luttmann stated the council agenda will have the second phase for design and the dollar savings was substantial to rebid the project. Work for the sewer project will start this fall and City Council will be able to look at designs for First and Bridge.

Luttmann clarified the City is paying for the sewer work.

Motion:

Perry moved and Bokowy second to reimburse the City of Sandpoint in the amount of \$7,753.35 for invoices related to the downtown street project. **Motion passes unanimously.**

Baldy Pedestrian Project: Ryan Luttmann update on project. Advanced to date: \$16,000. Remaining balance \$834,000 (\$500,000 FY15/16 and \$220,000 FY16/17). Invoices for approval \$27,339.20.

Luttmann stated the Baldy project has a reimbursement for professional services for design of the path and alternate second phase. Luttmann stated the City has received draft easements and will look for construction to start next year.

Motion:

Lockwood moved and Bokowy second to reimburse the City of Sandpoint in the amount of \$27,339.20 for invoices related to the Baldy Pedestrian Project. **Motion passes unanimously.**

Roundabout Update:

Luttmann stated there will be an invoice for work related to the roundabout from the City at the next meeting. Luttmann stated the roundabout was supposed to be open today, but the fill between the bridge and roundabout is problematic so it has been delayed until Oct 18. Buses and emergency vehicles will be able to access, but it will remain closed to the public until then.

Fiber network-Northern: Jennifer Stapleton; Advanced to date; \$9,698.83. Remaining balance; \$20,301.17. Invoice for approval \$0. Qualls stated Ting has signed the lease and the City has approved the building permit.

Art: Carol Deaner: Downtown funds; \$81,656.79; Northern \$124,980.02. Hydrant painting; budget of \$1050.00; invoices for approval \$0. Silver Box Project & CaFE \$20,000; advanced to date 0; Remaining balance \$20,000.00; Invoices for approval \$950.00 (CaFE to be split between northern and Downtown District).

Deaner stated some downtown funding will be for the Cedar Street sculpture. She stated the CaFE invoice is for both the Silver Box project and Roundabout. The Hydrant project will hopefully be given to the highschool art club for completion.

Motion:

Lockwood moved and Perry second to reimburse the City of Sandpoint in the amount of \$950.00 for invoices related to CaFE (Call for Entry site). **Motion passes unanimously.**

Airport: Dave Shuck:

Paull explained this is a follow up to a runway rehabilitation in 2013-14 with project finalized 15. Paull advised the Board of the original project and budget. Shuck stated the project went well and took longer than expected due to FAA requirements. In the fall of 2014 they painted and only did one coat and planned on a second coat in 2015 and the FAA stated the numbers had to be changed so the painting had to wait until charts were updated on August 2015. Shuck stated some additional patching was completed and decided some places needed patching that were not in the original estimate. They did two applications of paint because they needed glass beads. JUB prepared a final estimate for payment which the County never received. He stated the work was done, just not invoiced with an outstanding balance.

Lockwood recused himself from the discussion and vote.

Bokowy inquired if the contractor was supposed to be paid by the County. Shuck stated the County has not paid and would like SURA to reimburse. Bokowy inquired what threshold for overruns requires a new bid. Shuck stated the patch was an unknown and was budgeted at an higher amount. Paull restated the original grant was 400,000 the total bids were at \$316,000. Paull inquired when the patching was completed. Shuck stated in 2014 with the first painting in 2014 and second coat in 2015. Paull stated in July of 2015 the Board was told the project was under budget and SURA was presented payment in 2014 and told the project was done. Paull

inquired who was managing the project. Shuck stated he did not know why SURA was told the project was completed. Paull stated there is no indication the requested funds are within the boundaries of the Urban Renewal District. Bokowy inquired who paid for work outside the boundary area. The representative for JUB stated he would need to account for work within in boundary.

Scott Carpenter CFO for the contractor stated they have been waiting for payment for two years. Bokowy stated he would like to make sure the work is not within the SURA boundary.

Paull stated the County has not approved the change over. The JUB representative stated the request is for SURA to reinstate the funding and then go to the County. Paull stated they need an accounting of where the dollars were spent and stated the Board has been through two budget cycles and has had no communication from the airport. Shuck stated the meeting was to start the process and not pay the invoices but to bring whatever documentation SURA would like to review. Qualls clarified if the Board intends to pay the invoice, it would need to hold a public hearing to open the budget and if the airport should pay those fees. Bokowy stated the County should have made some payments for work done outside the SURA boundaries.

The Board agreed the following information should be presented before further discussion:

What work was performed within the SURA boundaries and what SURA has already paid.

What amount has the County paid.

An accounting showing the original amount granted and what has already been paid by SURA – as there is some discrepancy that the amount requested is more than originally approved.

Qualls inquired if it is even possible to pay an invoice from two years ago. Paull stated they would need to seek Counsel, but it is not good accounting practices and sets a bad precedent for future projects.

New Business

SURA: Signature Cards: The Board signed signature cards.

Adjourn 8:22 a.m.

Next regular meeting, October 3, 2017, 7:30 a.m. City Hall City Council Chambers