

**SANDPOINT URBAN RENEWAL AGENCY  
MEETING MINUTES OF OCTOBER 3, 2017  
7:30 A.M. CITY HALL COUNCIL CHAMBERS**

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

**MEMBERS ABSENT:** 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:** The September 5, 2017 regular meeting minutes were approved as submitted.

**Financial Report:**

Downtown general account \$634,119.86; Revenue Allocation Fund a/c \$130,133.79 Northern \$1,445,353.41. Downtown loan balance \$818,629.05 (next payment due 3-15-18 \$124,149.01).

**\*All account balances and advances listed in this Agenda are as of September 29, 2017.**

Increment received in September: Downtown \$10,261.35 (FYTD \$616,188.33 vs FY16/17 budget \$575,000), Northern \$5,176.95 (FYTD \$589,485.06 vs FY16/17 budget \$589,000).  
Payment not project specific:

**Motion to amend agenda order:**

Qualls moved and Bokowy second to move Item 5 (Art) under old business to the beginning of the agenda.

**Motion passes unanimously.**

Art: Carol Deaner: Downtown funds; \$81,438.32; Northern \$124,634.45.

a. Hydrant painting; budget of \$1050.00; Invoices for approval \$0.

Deaner stated she is going to present the Hydrant project to the high school Art club.

b. Silver Box Project; advanced to date 450.00 (CaFE); Remaining balance \$19,550.00; Invoices for approval \$6,356.30.

Bokowy inquired the location of the boxes. Deaner stated the boxes would be placed on the walkway along Sandcreek. Deaner stated the invoice is for construction of the boxes.

**Motion:**

Lockwood moved and Bokowy second to reimburse the City of Sandpoint \$6,356.30 for invoices paid to Mountain Metals regarding the Silver Box project. **Motion passes unanimously.**

c. Schweitzer Roundabout Public Art Presentation

Megan Cherry gave a PowerPoint presentation regarding the proposed roundabout public art RFP.

Bokowy inquired what type of art the budget will allow and that he would have liked to see some examples of similarly budgeted public art. Cherry stated although the budget is tight it will allow for a nice piece of art.

**Old Business:**

Downtown streets: Ryan Luttmann update on street projects. Church Street: 2014/2015 and 2015/2016 \$600,000. Advanced to date; \$600,000. Remaining balance \$0. Invoices for approval \$0.

Luttmann stated Phase 1 of the downtown project will go to rebid in January or February with work to start in the spring of next year. Luttmann stated the City is applying for a Community Block grant for lighting in Phases I and II. Luttmann explained the project phases. Lockwood suggested the more outreach the City does in preparing the public for the project the better.

Baldy Pedestrian Project: Ryan Luttmann update on project. Advanced to date: \$86,974.86. Remaining balance \$763,025.14 (\$500,000 FY15/16 and \$220,000 FY16/17). Invoices for approval \$0

Luttmann stated the easements are ready and the City will start working with property owners. Bids and construction to start in 2018.

Schweitzer Cutoff-Roundabout: Ryan Luttmann 2017/2018 \$270,000.00. Advanced to date; \$0-. Remaining balance \$270,000.00. Invoices for approval \$270,000.00.

Luttmann explained the project is scheduled to be paved on November 3 and the invoice is the total amount allocated by SURA for the roundabout.

**Motion:**

Perry Moved and Sabella second to reimburse the City of Sandpoint \$270,000 for work completed on the Schweitzer roundabout. **Motion passes unanimously.**

Fiber network-Northern: Jennifer Stapleton; Advanced to date; \$9,698.83. Remaining balance; \$20,301.17. Invoice for approval \$20,301.00.

**Motion**

Qualls Moved and Bokowy second to reimburse the City of Sandpoint \$20,301.00 for invoices related to the Schweitzer Cut Off Fiber Conduits. **Motion passes unanimously.**

3<sup>rd</sup> & Alder: \$50,000 3<sup>rd</sup> installment; one payment remaining for total commitment of \$200,000.

**Motion:**

Lockwood Moved and Sabella second to pay Parkwood Properties \$50,000 for costs related to the 3<sup>rd</sup> and Alder project. **Motion passes unanimously.**

\*Lockwood recused himself for the Airport agenda item.

Airport:

Bokowy stated he did not see the materials that showed work done in the SURA boundary. Shuck explained the boundary areas.

Perry clarified the work was completed in 2015.

Qualls inquired if SURA has sought legal council about paying an invoice 3 years old.

Bokowy stated his concern is if the County dropped the ball, is it SURA's responsibility to make them whole.

Shuck stated the project was approved by SURA and the work was done well and on budget. Paull stated the issue is who is managing the project, that there were three budget cycles and there is a fiscal responsibility on the part of the grantee. Paull stated if the Board pays this, they are setting a precedent for future projects.

**Motion:**

Bokowy moved and Perry second to deny payment of \$32,135.42 to Bonner County for work completed in the fall of 2015 related to the Runway Rehabilitation Project at the Sandpoint Airport.

Discussion:

Qualls stated he is trying to set this situation apart from other projects. Perry stated there is no longer a line item in the budget and payment would require opening up the budget. Shuck stated he understands the money is allocated to other projects, but the project stands on its merits and if it is what everyone wants why not open the budget. Paull stated the last communication in July of 2015 stated the project was completed.

Bokowy stated the County is the customer and it was their responsibility to get the invoice to SURA in a timely manner.

Qualls inquired if the mishap was due to change in leadership. Shuck stated his position is part time and until 2015. He stated his job was to confirm the job was completed but the invoices went directly to the clerk's office.

**Motion passes 4-1 with Qualls voting no.**

Shuck inquired if the bill can be presented to the board in a new budget cycle. Paull stated the issue is still an invoice for completed work done several years ago. Paull stated SURA's process is well known to the County and now SURA is being asked to correct a mistake which no one is taking responsibility.

Shuck questioned if there is a way this issue can be revisited with a different outcome.

Bokowy stated he cannot see a scenario where his position changes.

Qualls stated he voted no because he wanted to give the County an opportunity to explore the situation. Shuck stated they now have full time staff and all duties are now handled within the airport.

**New Business: none**

**Adjourn 8:25 a.m.**

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