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

SANDPOINT

August 1, 2023
7:30 a.m.
Regular Meeting

Final / Approved | **URBAN RENEWAL AGENCY** | Minutes

1. CALL TO ORDER

The regular monthly meeting of the Sandpoint Urban Renewal Agency (SURA) Board of Commissioners was called to order at 7:34 a.m. on Tuesday, July 11, 2023, by Board Vice Chair Kendon Perry, presiding in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

2. ROLL CALL

Vice Chairman Perry, along with Commissioners Marilyn Sabella, Tom Bokowy, Ned Brandenberger and Jason Welker were present. Chairman Eric Paull was absent.

The Vice Chairman also noted that Sandpoint City Administrator Jennifer Stapleton was in attendance.

3. MEETING MINUTES APPROVAL

Item Number:	3A Minutes from July 11, 2023, Meeting

Motion to approve the meeting minutes as presented.

Result:	Passed
Moved by:	Bokowy
Seconded by:	Welker
Voted Yes:	Perry, Sabella, Bokowy, Brandenberger, Welker
Voted No:	
Abstained:	
Absent:	Paull

4. FINANCIAL REPORT

As provided on the agenda. Information only; no Board action.

5. GENERAL ANNOUNCEMENTS/REPORTS FROM THE BOARD AND CITY STAFF

Ms. Stapleton provided a brief update and information regarding the Great Northern Road Project, Phase III of the Downtown Revitalization Project, the Downtown Waterfront Design Competition, and plans to extend the sidewalk along Bridge Street at First Avenue. Information only; no Board action.

6. OLD BUSINESS

Item Number:	6A Arts Update

Ms. Stapleton reported that she anticipates that City Arts and Historic Preservation Officer Heather Upton will provide an update on the Silver Box Project at the Board's next regular meeting.

Item Number:	6B Budget

Ms. Stapleton reported what appeared to be a scrivener's error in the proposed budget, where, instead of the FY2024 amount of $1,361,900 that had been requested and previously discussed for Great Northern Road design and property acquisition, the Great Northern Road Project FY2023 amount of $600,000 for preliminary engineering had been carried over. This was further clarified, as observed by the Board, in the Northern Debt forecast tables provided in the meeting packet, where the correct amount/description for the Great Northern Road Project is reflected in the Plan Year 19 (2023-2024) column.

Motion to approve the Sandpoint Urban Renewal Agency Budget for Fiscal Year 2024, as provided in the meeting packet, with an amendment to reflect that the Great Northern Road Project line-item amount and description should reflect $1,361,900 for road design and property acquisition, as opposed to $600,000 for preliminary engineering.

Result:	Passed
Moved by:	Bokowy
Seconded by:	Welker
Voted Yes:	Perry, Sabella, Bokowy, Brandenberger, Welker
Voted No:	
Abstained:	
Absent:	Paull

Motion to adopt the version of the budget that reflects a 3.5% tax increment increase.

Result:	Passed
Moved by:	Bokowy
Seconded by:	Welker
Voted Yes:	Perry, Sabella, Bokowy, Brandenberger, Welker
Voted No:	
Abstained:	
Absent:	Paull

7. NEW BUSINESS

Item Number:	7A	Annual Election of Board Chair, per Id. Code § 50-2006(5)(b)
Item Number:	7B	Annual Election of Board Vice Chair, per Id. Code § 50-2006(5)(b)

Motion to postpone the annual Chair and Vice Chair elections until the Board's next meeting.

Result:	Passed
Moved by:	Bokowy
Seconded by:	Welker
Voted Yes:	Perry, Sabella, Bokowy, Brandenberger, Welker
Voted No:	
Abstained:	
Absent:	Paull

8. ADJOURN

With the business on the agenda concluded, Vice Chair Perry adjourned the meeting at 7:46 a.m.

I presided over this meeting and can confirm that these minutes, prepared by the clerk, were approved by the Board on September 12, 2023.

Kendon Perry, Vice Chair

Attest: Melissa Ward, City Clerk

REVENUES			
OPERATING REVENUES		Budget	
Northern area tax increment	$	620,825.00	
Downtown area tax increment	$	847,000.00	
	$	1,467,825.00	
OTHER REVENUES			
Northern area interest income	$	50,000.00	
Downtown area interest income	$	3,000.00	
	$	53,000.00	
REIMBURSEMENTS			
FINANCING PROCEEDS-	$	-	
TOTAL REVENUES	**$**	**1,520,825.00**	
EXPENDITURES			
OPERATING EXPENDITURES			
Accounting	$	5,000.00	
Secretarial/Clerical	$	12,500.00	
Supplies/website	$	400.00	
Dues/Membership/Surveys	$	3,500.00	
Legal	$	5,000.00	
Total	**$**	**26,400.00**	
CAPITAL EXPENDITURES			
Downtown Streets	$	475,000.00	Forecast of eligible funds available for reimbursement Phase II
Downtown Parking Management Plan	$	50,000.00	
Downtown-Public Art	$	179,715.00	2.5% of tax increment + unused balances ($158,540 as of 7-26-23)
Downtown-City Parking Lot	$	215,000.00	Did not fund in 2022/23, project moved to 2023/24
Downtown-debt payment-2018 $1.5MM	$	166,857.00	Loan balance as of 7-26-23 $957,764.52. Maturity 9/15/29
Downtown-Revitalization Phase III design & acquisition	$	475,000.00	
Northern-Public Art	$	89,519.00	2.5% of tax increment + unused balances ($73,998 as of 7-26-23)
Northern-Schweitzer Ranch	$	25,000.00	Reimbursement
Northern-Milltown	$	33,333.00	Reimubursement
Northern-Milltown public improvements	$	18,433.00	Reimbursement-6th Ave.(water-sewer)
Northern-Great Northern - design & acquisition	$	1,361,900.00	Design & Acquisition GNR
	$	**3,089,757.00**	
TOTAL EXPENDITURES	**$**	**3,116,157.00**	
EXCESS (SHORTFALL)	**$**	**(1,595,332.00)**	
Beginning fund balance 10/1/2023	**$**	**4,467,090.00**	est. bal.based on current balances; est.increment; proj.pymts.
Ending fund balance 9/30/2024	**$**	**2,871,758.00**	