For

24-25 yr.

10/1/24 - 09/30/25

Budget

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)

BUDGET REQUEST FOR FY 2024-2025 (10.01.2024 - 09.30.2025)

Beg. Fund Balance 10.01.2024 (Ckg & Sav)			1,155,201.63
Income:	Est. Tax Increments	400,000.00	
	Est. Bank Interest Income	5,000.00	
	Misc	0	
	TOTAL INCOME	**405,000.00**	
			1,560,201.63
Expenditures:			
	Working OPS		
	Advertising	2,000.00	
	Audit	7,250.00	
	City Contract Services (VC @ $17.50hr/29HrsPP +ERE)	15,856.70	
	City Contract Services (TL % of Wages for New Dist Work)	4,000.00	
	Contract Services	0.00	
	Legal	5,000.00	
	Liability Insurance (ICRMP)	2,399.00	
	Office Supplies	500.00	
	Travel & Meetings	500.00	
	Misc - Admin #1	30,000.00	
	Misc - Admin #2	25,557.93	
	Sub-Total Working OPS Expenditures	**93,063.63**	
	Committed Funds		
	Well #6	637,564.00	
	NW Vernacular-SL Hist Presv Plan	20,142.00	
	SL PW - Paving (RI/Wash 3rd/4th)	22,087.50	
	Sub-Total Working Committed Funds	**679,793.50**	
	Available for Addt'l Committed Funds	**787,344.50**	
	TOTAL EXPENDITURES		**1,560,201.63**

APPROVED AT 08.12.2024 MEETING

CHAIR, BECKY DEMERS

SPIRIT LAKE URBAN RENEWAL AGENCY

MONTHLY MEETING

Monday, August 12, 2024, 6:45 PM

6042 W. Maine, Spirit Lake ID 83869

Spirit Lake City Hall

1. **Call to Order and Roll Call**

   The regular monthly meeting was called to order at 6:45 pm by Chairperson Becky DeMers.

   Roll Call:

   Present:, Commissioner Paul Sturm, Commissioner Melissa Hallas, Commissioner Marc Kroetch and Chair/Commissioner Becky DeMers.

2. **Ceremonies, Appointments and Announcements**

   Chair Becky DeMers made a special presentation to Vicki Coombs, Office Assistant and Staff for the Spirit Lake Urban Renewal Agency with a Certificate of Recognition. "The Agency commend Vicki Coombs for her dedication to the Agency. Her administrative expertise, writing skills, and helpful attitude are invaluable and enable the Commissioners to be good Stewards of Urban Renewal funds." Vicki, thank you, what a surprise!!

3. **Conflict Disclosure - NONE**

4. **Consent Calendar – For August, 2024** ACTION ITEMS

   Went through Action Items, one by one.

   Minutes of July 8, 2024 meeting.

   Payables for the month of August, 2024 totaling **$8,407.11**
   Invoice, City of Spirit Lake, Invoice #2024-28, July Wages, $1,032.34;
   Invoice, Bredeson Law Group, Invoice #1201, July review/corres, $325.00;

Invoice, Alpine Summit CPAs, 09.30.23 Final Audit Billing, $1,335.00
Invoice, CDA Press, PH Notices 07/23 & 08/03, $330.56
Invoice, NW Vernacular Inc, Update & Invoice #2028, $5,384.21

Financial Report & Bank Reconciliation ending July 31, 2024

Commissioner Melissa Hallas made a motion to accept the Consent Calendar items for July, 2024 as presented and pay invoices. Commissioner Paul Sturm seconded the motion. All in favor vote: AYE, by all four (4) Commissioners present. **Motion Passed, APPROVED.**

5. **Unfinished Business -**

PROPOSED BUDGET FY 2024-2025 **ACTION ITEM**

Commissioner Paul Sturm made a motion to accept the Proposed Budget FY2024-2025 as presented, **$1,560,201.63.** Commissioner Melissa Hallas seconded the motion. All in favor vote: AYE, by all four(4) Commissioners present. **Motion Passed, APPROVED.**

Update on NW Venacular, Inc. work on the SL Historic Preservation Commission Plan was presented by SLURA Chair Becky DeMers. (also see report attached). Spencer Howard was in SL 1 ½ days; talked to many different people. Came for P&Z meeting, met with Deputy Clerk Dawn Eaton, Mayor Jeremy. They will be back in October and will meet with the SL Historic Preservation Commission.

Cup of Grace 2nd Request for Funding – SLURA Chair Becky DeMers.
The request was to pay for paving their property out front of building. Chair Becky DeMers had discussed the possibility of Cup of Grace being a safe haven for hot/cold weather for the community in lieu of the paving. Discussion followed why we would fund? Possible legal aspect. Improving Private Property? Who really owns property; 501(3)C or Amy and Mark Pruett? Who owns Deed? Need a contract? Agreement that ties to building? And what happens if Cup of Grace sells the property. After much discussion Commissioner Kroetch said he could not vote in favor of because we would be opening a can of worms for every other organization or business; a handout. Commissioner Paul Sturm agreed: why did they get it and not me?? Problems. **NO** motion was made to approve.

Commissioner Melissa Hallas, asked before we go on, from last meeting, did the Architect get into the Woolen Brown Building. Deputy Clerk II Taylor Lander stated she did bring up to Mayor with no answer yet.

Commissioner Paul Sturm asked about the Woolen Brown Building and status of the Asbestos Survey and Abatement. Deputy Clerk II Taylor Lander said there is no news on

the situation. Mayor Jeremy had closed the building until Asbestos Survey done. Whether City sells the property and goes ahead with Abatement and bringing the building up to code to utilize the building for the community, things need to move along. We had one bid for Abatement and no others have come in.

Commissioner Paul Sturm made a motion to accept the Asbestos Survey and accept the one bid of $37,685.00 to complete the Asbestos Abatement if and when the Mayor was ready to go ahead. Commissioner Marc Kroetch seconded the motion. **All in favor vote: AYE, by all four(4) Commissioners present. Motion Passed, APPROVED.**

MOTION & APPROVAL MUTE, PER CITY CLERK MICHELLE WHARTON on 8/13/2024 because item was not on Agenda.

Deputy Clerk Dawn Eaton stated she had no new bids but hopes to have information next month for the Cemetery items and Park's Playground Equipment. She did also talk about the Community Center and the air conditioning problems in the building and hoped to get bids soon.

Public Works Director Tim Wilkerson went through his requests for funding.

1) $1,200.00 for striping at Volunteer Park. Legas was asked about buying a striping machine and their answer was NO, no buying of equipment. Commissioner Paul Sturm made motion to approve the $1,200.00 for striping project. Commissioner Marc Kroetch seconded the motion. **All in favor vote: AYE, by all four(4) Commissioners present. Motion Passed, APPROVED.**

2) $8,450.00 for Mathis Striping for Maine Street Boat Launch to 5th and parking lot on Maine Street. With two(2) crosswalks; across from Fireside park and 100 ft across from building. Probably can be done right away or asked about putting off until Spring. Have had a lot of complaints. Needs to be done. Commissioner Marc Kroetch made motion to accept this bid and pay. Commissioner Melissa Hallas seconded the motion. **All in favor vote: AYE, by all four(4) Commissioners present. Motion Passed, APPROVED.**

3) Seal Coating for Community Center, and City Hall Paving of front parking lot for a total of $18,035.60. Work can be done in September. Discussion followed and Commissioner Melissa Hallas made motion to approve up to $20,000 for this work. Commissioner Paul Sturm seconded the motion. **All in favor vote: AYE, by all four(4) Commissioners present. Motion Passed, APPROVED.**

4) Restroom Building Roof and Storage Shed at Big Park. Discussion followed. Commissioner Paul Sturm made a motion to allocate up to $20,000. For repair of Big Park Restroom Building Roof and Storage Shed. Commissioner Melissa Hallas seconded the motion. **All in favor vote: AYE, by all four(4) Commissioners present. Motion Passed, APPROVED.**

Also stated by Deputy Clerk II was she was working on bids for the Splash Pad/Park. Discussion followed. Public interest shown.

6. **Citizens Comments**

7. **New Business**

8. **Public Hearing**

9. **Staff Report and Updates**

Vicki stated, Thank you so much for my plaque.

Next meeting date: **Monday, September 9, 2024.**

10. **Commissioner Comments**

11. **Chairperson Comments**

12. **Executive Session**

13. **Adjournment**

There being no more business to discuss, Meeting was adjourned at 7:37 pm.

Submitted by:

Vicki Coombs, Office Assistant

Approved, September 9, 2024

Becky DeMers, Chair/Commissioner

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)

BUDGET REQUEST FOR FY 2024-2025 (10.01.2024 - 09.30.2025)

Beg. Fund Balance Est. 10.01.2024 (Ckg & Sav)			1,155,201.63
Income:	Est. Tax Increments	400,000.00	
	Est. Bank Interest Income	5,000.00	
	Misc	0	
	TOTAL INCOME	**405,000.00**	
			1,560,201.63
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	Working OPS		
	Advertising	2,000.00	
	Audit	7,250.00	
	City Contract Services (VC @ $17.50hr/29HrsPP +ERE)	15,856.70	
	City Contract Services (TL % of Wages for New Dist Work)	4,000.00	
	Contract Services	0.00	
	Legal	5,000.00	
	Liability Insurance (ICRMP)	2,399.00	
	Office Supplies	500.00	
	Travel & Meetings	500.00	
	Misc - Admin #1	30,000.00	
	Misc - Admin #2	25,557.93	
	Sub-Total Working OPS Expenditures	**93,063.63**	
	Committed Funds		
	Well #6	637,564.00	
	NW Vernacular-SL Hist Presv Plan	20,142.00	
	SL PW - Paving (RI/Wash 3rd/4th)	22,087.50	
	Sub-Total Working Committed Funds	**679,793.50**	
	Available for Addt'l Committed Funds	**787,344.50**	
	TOTAL EXPENDITURES		**1,560,201.63**

APPROVED AT 08.12.2024 MEETING

RE-APPROVED AT 9.9.2024 MEETING

CHAIR, BECKY DEMERS

SPIRIT LAKE URBAN RENEWAL AGENCY

MONTHLY MEETING

Monday, September 09, 2024, 6:30 PM

6042 W. Maine, Spirit Lake ID 83869

Spirit Lake City Hall

Chair Becky DeMers entertained a motion to accept the Amended Agenda for Additional Consent Calendar Items and New Business Items

Motion made by Commissioner Melissa Hallas to accept the Amended Agenda for Additional Calendar Items and New Business Items. Motion seconded by Commissioner Marc Kroetch. All in Favor vote: AYE, by all four (4) Commissioners present.

1. **Call to Order and Roll Call**

   The regular monthly meeting was called to order at 6:30 pm by Chairperson Becky DeMers.

   Roll Call:

   Present:, Commissioner Paul Sturm, Commissioner Melissa Hallas, Commissioner Marc Kroetch and Chair/Commissioner Becky DeMers.

2. **Ceremonies, Appointments and Announcements - NONE**

3. **Conflict Disclosure - NONE**

4. **Consent Calendar – For August, 2024** ACTION ITEMS

Went through Action Items, one by one.

Minutes of August 12, 2024 meeting.

Payables for the month of August, 2024 totaling **$8,407.11**

Invoice, City of Spirit Lake, Invoice #2024-28, July Wages, $1,032.34;
Invoice, Bredeson Law Group, Invoice #1201, July review/corres, $325.00;
Invoice, Alpine Summit CPAs, 09.30.23 Final Audit Billing, $1,335.00
Invoice, CDA Press, PH Notices 07/23 & 08/03, $330.56
Invoice, NW Vernacular Inc, Update & Invoice #2028, $5,384.21

Financial Report & Bank Reconciliation ending July 31, 2024

Commissioner Marc Kroetch made a motion to accept the Consent Calendar items for August 2024, as presented and pay invoices. Commissioner Melissa Hallas seconded the motion. **All in favor vote: AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

5. **New Business** ACTION ITEMS

Kevin Koesel, Jasewell presented two (2) projects that he felt would be most ready to move forward on to help the City and Community.

a. Hwy 41 Crossing at Rhode Island for Water System Improvements for Fire Flow. Engineer's estimated construction cost $260,210.00.

   Discussion followed. Finish to interconnect South of Hwy 41, going across Hwy. Now 4 and 6 inch lines. ½ block 8 inch line. Not a lot of connections /lines across Hwy 41.

   Need for Fire Flow.

b. Mainline Installed on 14th Street for Water System Improvements for Fire Flow. Engineer's estimated construction cost $731,900.00.

See ATTACHED Map for Project Areas (clouded areas on map).

Discussion followed as to what part would be City dollars for Projects and what part would they be asking for SLURA's help to complete the projects.

Discussion followed about the lots that would be opened in that area and how dollars would be recouped. Lots, water, sewer. Enhance system we already have and enhance building after sewer.

Kevin stated that the timeframe could be as early as September 2025 or December 2025.

Also, discussion about DEQ and water rights for all town and Well #6, #7, #8.

Commissioner Kroetch questioned the possibility of doing both projects at once because it should be cheaper as all equipment and personnel would be here.

It was decided that SLURA not ready to make motion of commitment mainly because of time commitment being SLURA Plan on last year of twenty-year Plan.

Mona Stafford introduced herself and talked about the **Spirit Lake Community Coalition**. Introducing Commisioners what the Coalition is all about.

The Coalition is following the Community Heart & Soul (Ford Foundation) and Grant Cycle with Innovia. Also of enthusiasm with the Community and Coalition members thus far.

Safety Issues for City Hall Request - Mayor Jeremy Cowperthwaite

City Hall Roof in bad shape and would like to have Dormer built for entry to front of building for citizens safety. This amount is under the State Procurement needing three (3) bids. Have one estimate of the $35,050.00 from Green Mountain Land & Homes. Have used them several times for other projects.

Commissioner Melissa Hallas made motion to approve up to $36,000.00 for the City Hall Roof and Dormer over front entry. Commissioner Marc Kroetch seconded the motion. **All in Favor vote: AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

6. **Unfinished Business -**

PROPOSED BUDGET FY 2024-2025 **ACTION ITEMS**

Re-Approval Request, so as to confirm the Proposed Budget FY 2024-2025 with wage lines for Staff rather than lumping amounts together.

Wage Line for Staff Member Vicki Coombs, was not fully approved. Asked for $17.50 hourly and up to 29 hours per pay period if needed; and
A separate Wage Line for Staff Member Taylor Lander which is a percentage portion of her wages from City for her work pertaining to new UR District Plan at $4,000.00 and accepting other line items as shown totaling a FY 2024-2025 Budget of $1,560,201.63.

Commission Paul Sturm made motion to accept the hourly and pay period hours for Coombs; separate wage line for Lander and a total FY2024-2025 Budget of $1,560,201.63. Commissioner Melissa Hallas seconded the motion. **All in favor vote: AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

Woolen Brown Building Updates - Mayor Jeremy Cowperthwaite

Architectural Report and access to the Woolen Brown Building is set with Architect Paul Matthews coming tomorrow, September 10, 2024. So we should be receiving final report in the near future.

Asbestos Abatement almost ready to ask SLURA for funding for the building asbestos abatement. Has had many hoops to go through with County, School District, etc. on this building. The building has lost availability for funds under the Registry of Historic Buildings for grants and the building that is standing is not original building.

Mayor Jeremy stated there are a lot more pressing needs than the Woolen Brown Building. Not that he doesn't think it should be a project at some point, but not right now. Not a priority, limited use; need to look for grants. Mayor would like to reserve time on the Agenda next month to come back and ask for abatement funding.

Chair Becky DeMers, stated that we appreciate the communication of the project and where it stands; and to keep the communications open.

North West Vernacular, Inc. - Report given by Chair Becky DeMers for Spencer Howard.

In August they completed the field work along with presenting at the City Planning & Zoning meeting. Met with City staff and Commission member and members of the public. We reviewed historic resources and development patterns throughout the City and along the north side of the lake. We have drafted the survey questionnaire and will be following up on edits to the questions to get the survey out. We have been researching and outlining the historic context, and will be working to set up stakeholder phone interviews. Ready for Survey.

Funding Requests from Public Works Director Tim Wilkerson

1) **Cemetery Cremation Memorial Garden Granite Stones.** Three (3) bids received from Memorial Monuments. The bid of $35,502.00 is checked marked with pink, thinking size and color would be the best. Other bids were $35,662.00/$26,512.00 and $29,857.00/$22,384.00.

   Discussion followed about loaning the City dollars to purchase then as they sell money would come back to SLURA. Or SLURA to purchase one stone and then as

people interested the money recouped could go into a fund to purchase another and so on. Chair Becky DeMers asked if Vicki would contact Legal, Pete Bredeson, and ask his opinion. And Tim to bring back request next month.

2) Bleachers for Parks. Motion made by Commissioner Paul Sturm to approve up to $24,000.00 for bleachers for Volunteer Park. Commissioner Melissa Hallas seconded the motion. **All in fabor vote: AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

3) Playground Equipment. Three different bids from same company. Commissioner Melissa Hallas should be great for "Theme of Area". After discussion it was recommended to look again and try for more bids.

Discussion followed about the Geese problem at Fireside Park. How can we get rid of them. Making a mess all over grass, sand, the whole park area. Tim talked about a light system that disturbs geese at night. Commissioners asked that he look into. Possibility of getting rid of grass and have dirt and sand only.

7. **Citizens Comments**

8. **Public Hearing**

9. **Staff Report and Updates**

Vicki gave update on her scanning project of SLURA documents.

Next meeting date: Monday, October 7, 2024.

10. **Commissioner Comments**

11. **Chairperson Comments**

Connie Krueger, Stonehenge, stated she had no new update on new UR Plan.

12. **Executive Session**

13. **Adjournment**

There being no more business to discuss, Meeting was adjourned at 8:15 pm.

Submitted by:

Vicki Coombs, Office Assistant

Approved, October 07, 2024

Melissa Hallas, Treasurer & Acting Chair/Commissioner

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)

FY 2024-2025 BUDGET CHANGE REQUEST #1 FOR OCTOBER 2024

QuickBooks Troubleshooting/Training for SLURA Accounts by Tricia/Panhandle Area Council on 9/17/24 & 10/02/24. We wanted to get this done so that October accounts would balance.

Tricia originally help set up SLURA QBs Account back in 2019 prior to Vicki starting with City/SLURA.

Invoice for $1050.00

Would like to transfer the amount of $1050.00 from Operations Line Item Budget

Misc-Admin #2 to Travel & Meetings

This would maintain the original amount of $500.00 in Travel & Meetings and

Change the Line Item for Misc-Admin #2 from $25,557.93 to $24,507.93.

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)

BUDGET

PROPOSED FY2024-2025

Asking for Change on 10/7/2024 for Training

Working Operational Line Item Budget:

Advertising	$	2,000.00		
Audit	$	7,250.00		
City Contract Services				
VC Wages @ $17.50hrly / up to 29hrs PP if needed	$	15,856.70		
City Contract Services				
For New UR District Staff (% of TL Wages)	$	4,000.00		
Contract Services	$	-		
Legal	$	5,000.00		
Liability Ins (ICRMP)	$	2,399.00		
Office Supplies	$	500.00		
Travel & Meetings	$	500.00	1,050.00	$ 1,550.00
Misc - Admin #1	$	30,000.00		
Misc - Admin #2	$	25,557.93	1,050.00	$ 24,507.93
TOTAL WORKING OPERATIONS BUDGET	$	93,063.63		$ 93,063.63

Melissa Hallis

MELISSA HALLIS, ACTING CHAIR 10/7/24

Spirit Lake Urban Renewal Agency (SLURA)

Monthly Meeting Minutes

Monday, October 7, 2024

06:30 PM

Spirit Lake City Hall, 6042 W. Maine St.

1. CALL TO ORDER AND COMMISSIONERS ROLL CALL

Meeting was called to order by Treasurer/Acting Chair Melissa Hallas at 6:30pm.

Present: Commissioner Paul Sturm; Commissioner Marc Kroetch, and Commissioner/Treasurer/Acting Chair Melissa Hallas.

Absent: Chair Becky DeMers.

2. CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

ACTION ITEM

Motion to Approve Troubleshooting/Training of QBs for SLURA Accounts by Panhandle Area Council Time Sensitive for Balancing Accounts for October

Request for Funding - Vicki Coombs
QuickBooks Troubleshooting/Training for SLURA Accounts
By Tricia/Panhandle Area Council (originally set up QBs accts back in 2019 prior to Vicki starting with Council. $1050.00 for 9/17 & 10/2/24 sessions. (invoice added to Payables request).

After discussion Commissioner Paul Sturm made a motion to accept the training sessions as needed to bring SLURA books forward and balance for month/year end of September 2024. Commissioner Marc Kroetch seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. MOTION PASSED, APPROVED.**

3. CONFLICT DISCLOSURE - NONE

4. CONSENT CALENDAR for October, 2024 — ACTION ITEMS

a. Minutes of September 9, 2024

b. Payables

ICRMP Ins., For FY24-25 Yr., Invoice #18026-2025-1	$ 2,399.50
City of Spirit Lake, CI-PW Requests, Invoice #2024-35	$52,638.85
CI-Big Park Storage Shed & Roof Repair $17,588.85	
CI-City Hall Repair of Roof & Add Dormer, $35,050.00	
Bredeson Law Group, Sept24 Corresp, Invoice #1210	$ 225.00
NW Vernacular Inc., Sept24 Work, Invoice #2059	$ 2,756.40
City of Spirit Lake, Sept24 Wages, Invoice #2024-43	$ 1,055.87
Panhandle Area Council, Sept-Oct Training, Invoice #QBs	$ 1,050.00
TOTAL PAYABLES	**$60,125.12**

c. Financial Report of September 30, 2024
d. Bank Reconciliations of September 30, 2024

e. Committed Funds Report

f. P&L Reports

Commissioner Marc Kroetch made a motion to accept the Consent Calendar Items for October, 2024 as presented and pay invoices. Commissioner Paul Sturm seconded the motion. **All in favor vote: AYE, by all three (3) Commissioners present. MOTION PASSED, APPROVED.**

5. NEW BUSINESS — ACTION ITEMS

Also, Vicki Coombs, Office Assistant, asked that the $1,050.00 payable item for QBs Troutbleshooting/Training be move from the APPROVED Budget FY24-25 Line Item Misc-Admin #2 to Travel & Meetings to cover this Training Invoice.

This would leave Misc-Admin #2 Line Item with a balance of $24,507.93 and after the payable item of $1,050.00 is paid would still leave $500.00 in the line item for Travel & Meetings.

Commissioner Paul Sturm made a motion to accept the Budget FY2024-2025 Line Items change to reflect the payable of $1,050.00. Commissioner Marc Kroetch seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

6. UNFINISHED BUSINESS

ACTION ITEMS

Re-Visit Short List of Utility and/or Road Projects – Kevin Koesel, Sewell & Associates, LLC.

Included in Commissioners packets were estimates and map from last month's meeting showing $ amounts need and where and why projects were important to the City. Letters of support for the Water Line Projects (2) also included.

Kevin talked about the two projects and which one would probably be approved faster. He thought the Water System Improvements for Fire Flow along 14th Street is #1 and the City has said their commitment of a $200,000.00 match toward project is available. This would be a several month project but that it could be completed by December 2025. Commissioner Marc Kroetch stated that this is a priority project, setting the stage for growth in the City.

After more discussion, Commissioners decided to hold off on a vote until all other Unfinished Business items were listened to and addressed.

Requests for Funding – Tim Wilkerson, SL Public Works Director

Additional Funds for Approved City Hall Roof & Dormer Project - $10,000.00. Actually the amount is $6,520.00. For safety reasons a new headed at roof line is needed and dormer completed at 20 foot.
After discussion, Commissioner Paul Strum made motion to accept additional amount of $6,520.00 for City Hall Roof & Dormer Project which brings the total to $42,520.00 of which the $35,050.00 is a payable that was approved for payment for October. Commissioner Marc Kroetch seconded the motion to approve the additional amount of $6,520.00. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

Funding Change for Approved Big Park Parks & Recreation Restroom Roof & Shed

Approved up to $20,000.00 on 9/9/2024
Want to close out this portion with actual amount of Invoice amount of $17,588.85; and Open new amount of up to $700.00 for paint and Tim has Volunteers that will complete painting. (Just a better paper trail). Actual amount for paint is $512.28. Commissioner Marc Kroetch made a motion to accept the additional $512.28 for painting of the buildings. Commissioner Paul Sturm seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

Cemetery Cremation Memorial Garden Granite Stone Memorial

This item was on hold from the last meeting because Commissioners wandered if SLURA could grant the City a loan for the Memorial and then once Memorial in place and City starts to sell the spaces they could pay back SLURA. Vicki Coombs, Office Assistant, checked with Legal and the answer was NO, could not be done. So after more discussion it was decided for SLURA to give City PW/Cemetery the money of $35,502.00 to purchased one Memorial Garden and as the City recups the money they would hold in a fund to purchase the next Memorial Garden. Commissioner Marc Kroetch made motion to approve the $35,502.00 for the Memorial Garden Granite Stone. Commissioner Paul Sturm seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

Parks & Recreation Playground Equipment

Discussion followed that this is a big purchase and may not really need to be done right now and will revisit a purchase at a later time.

Decorative Tree Wells for Downtown Area

It was discussed that Tim did not talk to SLURA about this and that it was the Coalition. It was stated that it is a good idea and should be done at some point. All agreed they like the "FISH" design in conjunction with Spirit Lake. Possible a community couple to help with this was mentioned. Possibly SLURA could help at a later time.

Colton Acres Park Equipment – Deputy Clerk Dawn Eaton

Dawn talked about the new development getting started by Daum (North of Hwy 54, West of Stern; Barbara area) and that by P&Z law developer needs to give City parcel for possible park or whatever the City deems necessary. Just in talking stage with developer so it could be months or years before the possibility of land for a park in that area. So this is a hold project for possible future dates.

Attention went back to Kevin's proposal for the Water Improvement for Fire Control 14th Street at the amount of $531,900.00 with a $200,000.00 City Match for Project.

Commissioner Paul Sturm made a motion to approve the $531,900.00 for Project. Commissioner Marc Kroetch seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

7. CITIZEN COMMENTS

8. **PUBLIC HEARING – NONE**

9. **STAFF REPORT AND UPDATES**

Next meeting date: **Monday, November 4, 2024**

Next month's meeting early because of the Veterans Day Holiday on the 11th.

10. **COMMISSIONER COMMENTS**

11. **CHAIRPERSON COMMENTS**

12. **EXECUTIVE SESSION - NONE SCHEDULED**

13. **ADJOURNMENT**

No other business to come before the Commission, meeting was closed at 7:34PM.

Submitted by:

Vicki Coombs, Office Assistant

Approved, November 4, 2024

Melissa Hallas, Treasurer /
Acting Chair/Commissioner

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
FY 2024-2025 BUDGET CHANGE REQUEST #2 FOR 2/10/2024

As of January, 2025 Deputy Clerk II Taylor Lander will no longer be a backup for SLURA Admin duties, her duties have been reassigned; so we have a wage savings of $3,577.51 for the remainder of the FY.

I would like to suggest that we move that amount under the below Working Ops catagories for District matters.

Legal - Elam & Burke		**$1,000.00**
Training		**$1,000.00**
Admin #2		**$1,577.51**
	TOTAL	**$3,577.51**

This change does not change the overall budget set for FY2024-2025

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
BUDGET PROPOSED CHANGE #2 FOR FY2024-2025

Asking for Change on 02/10/2025

Working Operational Line Item Budget

	10/1/2024	2/10/2025
Advertising	$ 2,000.00	$ 2,000.00
Audit	$ 7,250.00	$ 7,250.00
City Contract Services		
Wages, VCoombs @ $17.50hrly/Up to 29hrs PP if needed	$ 15,856.70	$ 15,856.70
Wages, TLander @ % of Wages	$ 4,000.00	$ 422.49
Contract Services	$ -	$ -
Legal		
Bredeson Law Group	$ 5,000.00	$ 5,000.00
Elam & Burke		$ 1,000.00
Liability Insurance (ICRMP)	$ 2,399.00	$ 2,399.00
Office Supplies	$ 500.00	$ 500.00
Training		$ 1,000.00
Travel & Meetings	$ 1,550.00	$ 1,550.00
Misc - Admin #1	$ 30,000.00	$ 30,000.00
Misc - Admin #2	$ 24,507.93	$ 26,085.44
TOTAL WORKING OPERATIONAL BUDGET	**$ 93,063.63**	**$ 93,063.63**

Spirit Lake Urban Renewal Agency (SLURA)
Monthly Meeting Minutes
Monday, February 10, 2025
06:30 PM
Spirit Lake City Hall, 6042 W. Maine St.

Chair, Melissa Hallas, entertained to receive a motion to add items to "New Business" on the Agenda. Commissioner Becky DeMers made motion to accept the Agenda changes and Commissioner Paul Sturm seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

1. CALL TO ORDER AND COMMISSIONERS ROLL CALL

Meeting was called to order by Chair Melissa Hallas at 6:30pm.

Present: Commissioner Paul Sturm; Commissioner Becky DeMers, Commissioner Marc Kroetch,

Commissioner Mike Erikson Absent from meeting.

NO Citizens in attendance.

2. CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Packet included an updated Agency Listing of Members and Staff and a updated Meeting Schedule for 2025.

Discussion followed about the August 2025 meeting. Chair Melissa Hallas can not be present on August 11th and asked if we could move the meeting to the 4th or 18th or another date and night.

A motion was made Commissioner Becky DeMers and seconded by Commissioner Paul Sturm to set the August meeting one week earlier on August 04, 2025. **The August meeting is set for the Public Hearing (PH) and Meeting for the Budget FY2025-2026. All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

3. CONFLICT DISCLOSURE - NONE

4. CONSENT CALENDAR for February, 2025 — ACTION ITEMS

a. Minutes of Monday, January 13, 2025
b. Payables

Ops

Elam &Burke, P.A., Inv #212407 New District Work 2/27/24-12/31/2024	$ 424.00
City of Spirit Lake, Invoice #2025-3 Jan25 Wages, VCoombs	$ 1,536.40
Sub-Total of Ops Payables for February	**$ 1,960.40**

CI

City of Spirit Lake, Invoice #2024-58 JAS Invoice for Mainline Water Extension 14th St	$ 4,884.55
Northwest Vernacular, Inc., Invoice #2097 Jan work completed	$ 1,862.00
Sub-Total of CI Payables for February	**$ 6,746.55**
TOTAL PAYABLES	**$ 8,706.95**

c. Financial Report of January 31, 2025
d. Bank Reconciliations of January 31, 2025
e. P&L Reports / Balance Sheet Report of January 31, 2025
f. Committed Funds Report of January 31, 2025

Commissioner Becky DeMers made a motion to accept the Consent Calendar items for February 2025 and Commissioner Paul Sturm seconded the motion. **All in Favor vote: AYE, by all four 4) Commissioners present. Motion Passed, APPROVED.**

5. UNFINISHED BUSINESS

Annual Report FY 2024

The Commissioners were given a "Draft" copy of the Annual Report FY2024 at the January meeting to look over and review. Since then Vicki added a watermark of City Hall to the report for final approval. Commissioner Paul Sturm made a motion to accept and approve the Annual Report as written. Commissioner Becky DeMers seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

6. NEW BUSINESS

ACTION ITEMS

Budget Change Request #2 for FY2024-2025

From Wage Savings	**$3,577.51**	
Additional Funds for Legal		$1,000.00
Training $		$1,000.00
Additional Funds to Admin #2		$1,577.51
		$3,577.51

Vicki explained the Budget Change request as being a Wage Savings as Deputy Clerk II, Taylor Lander, will no longer be a backup for Vicki and SLURA. Her duties have been reassigned to cover the Historic Preservation Commission.

After discussion, Commissioner Paul Sturm made a motion to accept the Budget Change of $3,577.51. Commissioner Becky DeMers seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

Office Supplies Request

Vicki discussed how the office supplies has worked thus far under this Mayorship and that there is no written policy within SLURA as to any dollar amount for an item that Vicki can order without approval from the Agency. Therefore, she was asking approval to purchase a heavy duty 3-hole punch for her use doing her office duties. She gave the Commissioners copies of specs on two different 3-hole punch units; one $135.00, the other $250.00. After discussion, Commissioner Becky DeMers made a motion to accept and approve up to $300.00 for a 3-hole punch. Commissioner Paul Sturn seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

Vicki thanked the Commissioners and will order a new 3-hole punch.

7. CITIZEN COMMENTS

8. PUBLIC HEARING – NONE

9. STAFF REPORT AND UPDATES

Workshop / Planning Meeting set for Monday, February 17, 2025
9:00am, City Hall
For Discussion on District Termination and New District Plans
With Connie Krueger, Consultant, Stonehenge Develop & Gov and
Meghan Conrad, Elam & Burke, P.A.

Next meeting date: Monday, March 10, 2025

Vicki has signature cards from bank for new signatures

10. COMMISSIONER COMMENTS

11. CHAIRPERSON COMMENTS

12. EXECUTIVE SESSION - NONE SCHEDULED

Discussion followed about Monday, February 17th Workshop / Planning meeting for Termination of this District and Planning for New District with Connie Krueger and Meghan Conrad from Elam & Burke.

13. ADJOURNMENT

No other business to come before the Commission, meeting was closed at 8:20PM.

Attachments:

Revised SLURA Meeting Schedule
January 13, 2025 Meeting Minutes
Budget Change Request #2 for FY2024-25
Annual Report
Attendee Listing

Submitted by:

Vicki Coombs, Office Assistant

Approved, March 10, 2025

M. Hallas

Melissa Hallas, Chair / Commissioner

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
FY 2024-2025 BUDGET CHANGE REQUEST #3 FOR 4/14/2024

Elam & Burke, Attorneys at Law, have been retained through Connie Krueger, Consultant, working with us during the closing period of the current SLURA District and will continue on in helping us to achieve a New-District, helping SLURA with questions and reviews of closing documentation for the current UR District. In March we have received another invoice for professional services that cover work done in February, 2025.

I would like to suggest that we move the amount of $4,424.00 additional funding into Legal-Elam&Burke, bringing the account to a total of $5,424.00, paying the March invoice of $1,749.00 which will leave a balance of $3,251.00 if needed during this closing of the current District period and the New District planning period.

We would be moving the $4,424.00 from the Total Working Operational Budget, Misc-Admin #2 line item to Legal-Elam&Burke.

Legal - Elam & Burke	0.00		
	1,000.00		Feb-25
	1,000.00	Bal	
	424.00		Feb-25
	576.00	Bal	
	4,424.00		Apr-25
	-1,749.00		Apr-25
	3,251.00	Bal	

This budget change does not reflect a change in the overall budget of $93,063.63 set for FY2024-2025 beginning October 1, 2024.

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
BUDG| PROPOSED CHANGE #3 FOR FY2024-2025

Asking for Change on 04/14/2025

Working Operational Line Item Budget

	10/1/2024	10/7/2024	2/10/2025	4/14/2025
Advertising	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
Audit	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00
City Contract Services				
Wages, VCoombs @ $17.50hrly/Up to 29hrs PP if needed	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70
Wages, TLander @ % of Wages	$ 4,000.00	$ 4,000.00	$ 422.49	$ 422.49
Contract Services	$ -	$ -	$ -	$ -
Legal				
Bredeson Law Group	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Elam & Burke	$ -	$ -	$ 1,000.00	$ 5,424.00
Liability Insurance (ICRMP)	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00
Office Supplies	$ 500.00	$ 500.00	$ 500.00	$ 500.00
Training	$ -	$ -	$ 1,000.00	$ 1,000.00
Travel & Meetings	$ 500.00	$ 1,550.00	$ 1,550.00	$ 1,550.00
Misc - Admin #1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00
Misc - Admin #2	$ 25,557.93	$ 24,507.93	$ 26,085.44	$ 21,661.44
TOTAL WORKING OPERATIONAL BUDGET	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**

Spirit Lake Urban Renewal Agency (SLURA)

Monthly Meeting Minutes

Monday, April 14, 2025

06:30 PM

Spirit Lake City Hall, 6042 W. Maine St.

1. CALL TO ORDER AND COMMISSIONERS ROLL CALL

The Meeting was called to order by Chair Melissa Hallas at 6:30 pm.

Chair Melissa Hallas entertained for a motion to accept and approve additional payables that have been added to the Consent Calendar.

A motion was made by Commissioner Becky DeMers to accept the additional payables that have been added to the Consent Calendar. Commissioner Mark Kroetch seconded the motion. All in favor vote: AYE, by all three (3) Commissioners present. Motion Passed. APPROVED.

Roll Call: Present were Commissioner Becky DeMers, Commissioner Marc Kroetch and Chair Melissa Hallas.

Commissioner Paul Sturm and Commissioner Mike Erikson were Absent from meeting.

NO Citizens in attendance.

Guests: Connie Krueger, Principal Planner, Stonehenge Develop & Gov

2. CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

3. CONFLICT DISCLOSURE - NONE

4. UNFINISHED BUSINESS

Draft of the SL Historic Preservation Plan was discussed. We received a copy of the draft because we are funding the Plan. This Plan will be added to the City's Comprehensive Plan. Also, the SL Community Coalition is working on a plan to be added. Taking comments from anyone on the final draft. Discussion followed on the Historic District (Downtown). Questions arose on the boundaries of the Historic District. Criteria has changed and if we change the Historic District we may loose more since the District was implemented than gain. Consultant says to "leave as is". Commissioner Mark Kroetch asked again about the cabins on the lake that are not in the plan. When created in the 1970's just included downtown 2 blocks. Certified local government? Open for grants. City Attorney reviewed, language did not agree with, no further action. Discussion followed about removal of the western facade. Create a walking tour of downtown; sounds like marketing! Discussion followed about the timeframe the Historic District is wanting to bring out. Flagpole in center of downtown; 4th and Maine.

Copy of the SLURA Yearly Financial Sheet Comparison of dollars that came in was discussed. Submitted just for information; dollars brought in.

Legal Advisor, Pete Bredeson's comments on Timeline for Closure sent to him by Connie Krueger was discussed. Chair Hallas advised we have two legal advisors on the closing of the SLURA District with two different opinions. Positive to close later; more $ in. Negative, having to give $ back.

Connie Krueger presented and discussed the current Closing Budget Update and Timeline dated 04/14/2025. Need termination budget narrative; why and numbers. Meghan was going to send templates for letters to go out to other District enities.

Focus on date to close and budget before we vote.

UR more favorable on infrastructure projects. Sewer plant; Water wells, possible old lines to bring up to date for improved performance. Commissioner Kroetch asked about $ coming in from sewer and water. Deputy Clerk estimated 1200 sewer bills go out each month and less than that for water. $350,000. for connection fees. That money stay in budget for water and sewer.

There was no vote on the Closing Date of the District.

5. NEW BUSINESS — ACTION ITEMS

Budget Change #3 Request was presented. Commissioner Becky DeMers made a motion to accept and approve the Budget Change #3 has presented. Commissioner Mark Kroetch seconded the motion. A motion was made by Commissioner Becky DeMers to accept the additional payables that have been added to the Consent Calendar. Commissioner Mark Kroetch seconded the motion. **All in favor vote: AYE, by all three (3) Commissioners present. Motion Passed. APPROVED.**

6. CONSENT CALENDAR for April, 2025 — ACTION ITEMS

a. Minutes of Monday, March 10, 2025
b. Payables

<u>Ops</u>		
2/25/25	Vicki Coombs, USPS-SL,ID	$ 23.17
	Mailing of 2024 IRS Corrected & New1096 Form(2)	
2/28/25	Elam & Burke, Invoice #213536	$ 1,749.00
4/1/25	City of Spirit Lake, Invoice #2025-12	$ 1,137.52
	Mar25 Wages-VCoombs, $1,108.32	
	Office Supplies, CDs $ 29.20	
3/31/25	CDA Press, Invoice/Cust #41815	$ 23.40
	Annual Rpt Notice published 3/28/2025	
4/9/25	Royal Business Systems, Invoice #IN250965	$ 1,126.69
	Contract Overage Charges	
4/11/25	Bredeson Law Group, Invoice #1254	$ 656.25
	March & April 25 Review of docs	
4/11/25	Elam & Burke, Invoice #214109	$ 318.00
	March communications	
Sub-Total of Ops Payables for April, 2025		**$ 5,034.03**
<u>CI</u>		
3/31/25	NW Vernacular, Invoice #2119	$ 228.00
	SH Draft edits finalized	
4/1/25	City of Spirit Lake, Invoice #2025-11	$35,502.00
	Cemetery-Cremation Memorial	
Sub-Total of CI Payables for April, 2025		**$35,730.00**
TOTAL PAYABLES		**$40,764.03**

Commissioner Mark Kroetch made a motion to accept the Consent Calendar Items, approving the Payables of April, 2025 and Reports of February 2025. Commissioner Becky DeMers seconded the motion. **All in Favor vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

7. CITIZEN COMMENTS

8. PUBLIC HEARING – Scheduled, Monday, August 4, 2025
For Budget FY2025-2026

9. STAFF REPORT AND UPDATES

Next meeting date: Monday, May12, 2025

10. COMMISSIONER COMMENTS

11. CHAIRPERSON COMMENTS

12. EXECUTIVE SESSION - NONE SCHEDULED

13. ADJOURNMENT

No other business to come before the Commission, meeting was closed at 7:35 pm.

Attachments:

Budget Change Request #3

Closing Budget Update and Timeline dated 04/14/2025.

Submitted by:

Vicki Coombs, Office Assistant

Dawn Eaton, Deputy Clerk
Clerked the meeting & recorded proceedings

Approved, May 12, 2025

Melissa Hallas, Chair / Commissioner

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)

BUDGET FY2024-2025

October 1, 2024 - September 30, 2025

BUDGET CHANGE REQUEST #4

Plus Minutes of Meeting

June 9, 2025

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
FY 2024-2025 BUDGET CHANGE REQUEST #4 FOR 6/9/2025

A.

I would like to suggest we move the amount of $30,000.00 from the Operational Budget, Misc-Admin #1 to Committed Funds-New District StartUp Costs to show the total of all Committed Funds possible for New District in one place.

This budget change does reflect a change in the overall OPS budget of $93,063.63, lowing it to $63,063.63 as set for FY2024-2025 beginning October 1, 2024.

Becky deMers, Vice Chair and
Acting Chair; Approved 06/09/2025
SLURA June Meeting

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
BUDGET PROPOSED CHANGE #4 FOR FY2024-2025

Asking for Change on 06/09/2025

Working Operational Line Item Budget

	10/1/2024	10/7/2024	2/10/2025	4/14/2025	4/14/2025
Advertising	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 1,000.00	$ 1,000.00
Audit	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00
City Contract Services					
Wages, VCoombs @ $17.50hrly/Up to 29hrs PP if needed	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70
Wages, TLander @ % of Wages	$ 4,000.00	$ 4,000.00	$ 422.49	$ 422.49	$ 422.49
Contract Services	$ -	$ -	$ -	$ -	$ -
Legal					
Bredeson Law Group	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Elam & Burke	$ -	$ -	$ 1,000.00	$ 5,424.00	$ 5,424.00
Liability Insurance (ICRMP)	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00
Office Supplies	$ 500.00	$ 500.00	$ 500.00	$ 1,500.00	$ 1,500.00
Training	$ -	$ -	$ 1,000.00	$ 1,000.00	$ 1,000.00
Travel & Meetings	$ 500.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,550.00
Misc - Admin #1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -
Misc - Admin #2	$ 25,557.93	$ 24,507.93	$ 26,085.44	$ 21,661.44	$ 21,661.44
TOTAL WORKING OPERATIONAL BUDGET	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 63,063.63**

Committed Funds		
NW Vernacular, Inc.-SL Historic Preserv Plan	**$ 3,212.57**	**$ 3,212.57**
Water Improvement -Well #6	$ 617,741.52	$ 617,741.52
Water Improvement - Mainline-14th St Project	$ 518,179.65	$ 518,179.65
New District StartUp Costs	$ 100,000.00	$ 130,000.00
TOTAL CAPITOL IMPROVEMENT BUDGET	**$ 1,239,133.74**	**$ 1,269,133.74**

Spirit lake Urban Renewal Agency (SLURA)
Monthly Meeting Minutes
Monday, June 9, 2025
6:30 P.M.
Spirit Lake City Hall, 6042 W. Maine St

1. CALL TO ORDER AND COMMISSIONERS ROLL CALL

The meeting was called to order at 6:32pm by Vice-Chair and Acting Chair Becky DeMers.

Present: Commissioner Mike Erikson, Commissioner Paul Sturm, Commissioner March Kroetch and Commissioner/Vice-Chair and Acting Chair Becky DeMers.

Also, present via telephone was Commissioner/Chair Melissa Hallas.

Guests: Meghan Conrad, Elam & Burke PA

Citizens Present: Kevin Miller

2. CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS - N/A

3. CONFLICT DISCLOSURE – N/A

MEGHAN CONRAD, ELAM & BURKE, JOINED US TO EXPLAIN OUR INTENT TO TERMINATE/UPDATE EFFORT VIA COMPUTER/PHONE CONFERENCE.

Agenda Items were taken out of order to accommodate our Guest's time with us.

4. UNFINISHED BUSINESS — ACTION ITEMS

a. District Closure – Intent to Terminate the City of Spirit Lake Urban Renewal Plan, as Amended.

- Discussion, VOTE to Accept.

  All Committed Funds must be present as of tonight's meeting or no later than 09/30/2025..

  City has until 09/30/2025 to file Ordinance for the Closure of the UR District.

Letter of Intent to Terminate in packet for tonight. Not a statutory requirement but what it has been found that sending out these letters in advance of termination helps the overlapping districts with the work on coming budget and working with County and tax commissions.

First decision, do we have the current revenues in place that will support all of the projects we have committed to and want to do following our plan.

Second, understand that our June tax increment payment which we will receive July 25th will be our final tax payment. Final check, together with existing funds that will be comfortable to complete all projects.

Meghan, It is my understanding that you have two or three projects currently underway and will be fully funded but that final payment may be extending past the current FY2025 end but will complete in next FY2026.

Melissa asked if everyone had chance to look over budget. Melissa stated that the projected budget shows about $46,000 next year. Feels very comfortable with cushion we have.

Vicki stated she will update the budget for the July 14, 2025 meeting with better estimates of expenses for last three months of the FY25. And then again, will update for the August 4 Budget Hearing and Meeting for FY26.

This current supplemental budget to advise everyone of budget at termination and then amend budget for August 4 meeting. The supplemental termination budget are projections for FY25 year end and refined for termination. Acknowledges having and retaining dollars and carryover for FY26. Informs we do not have excess dollars to wind up and go back to taxing districts.

Again, timeline for new projects/committed funds could be done up to 09/30/2025 but not advisable. Showing a balance of funds okay; zero balance not necessary.

Procedure wise, 7/14/2025 accept Termination Resolution and must be voted upon and approved and by 4th Monday in July goes to overlying taxing districts increment value that has accrued in the Spirit Lake District since 12/03/2006, 80% moves on to new construction roll and overlapping tax districts can use the budget capacity increase above 8% for their budget FY26.

The Termination Resolution is not in tonight's packet. Will be ready for 7/14/25 meeting. Once the Board approves the Termination Resolution, a letter goes with that along with exhibit A – Supplemental budget (not necessary to include FY2026), and exhibit B Termination Plan, a narrative of projects and timelines, etc. This will be approved at 7/14/25 meeting and transmitted no later than last Monday in July..

Commissioner Melissa Hallas made a motion to approve Termination of the current UR District and that a letter of "Intent to Terminate" go out to all participating taxing agencies, County and State. Commissioner Mike Erikson seconded the motion. **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED.**

b. Kootenai County EMS System Resolution 2025-49-Consider EMS's Withdrawal from Exisiting Revenue Allocation Area.

Commissioner Melissa Hallas asked why would we not just approve this request. We are closing anyway. Why deny to keep that money?

Discussion followed with Meghan Conrad explaining the withdrawal request. The last legislation session "36" made provision to allow EMS and Fire Districts the opportunity to withdraw from existing revenue allocation areas.

To deny or approve request. More of timing. EMS contributes $7,140. Recommended to deny, moot anyway as SLURA's Committed Funds much more than EMS contributions. 4th Monday of July is deadline.

Commissioner Marc Kroetch made motion to deny EMS's early termination because of our outstanding indebtness that exceeds their $7,140.00 contribution. Commissioner Paul Sturm seconded the motion. **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED.**

c. Fireside Park – Quitclaim Deed

Meghan Conrad suggests we quitclaim deed to Fireside Park to the City of Spirit Lake because of our "Intent to Terminate" District. Originally, SLURA purchased the land for Fireside Park and the deed has stayed in SLURA's name all this time. If it was a lease or generating revenue might be different. Commissioner Marc Kroetch agrees that it is not an option; quitclaim Fireside Park to the City of Spirit Lake.

Commissioner Melissa Hallas made a motion to quitclaim Fireside Park to the City of Spirit Lake. Commissioner Paul Sturm seconded the motion. **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED.**

Also, check to make sure the park is exempt status.

THANK YOU MEGHAN FOR JOINING US TONIGHT

d. Current Budget Update and Budget Change Request for FY2024-2025

Current budget was looked at. Discussion followed.

It was suggested that we move the amount of $30,000.00 from the Operational Budget, Misc-Admin#1 to Committed Funds-New District StartUp Costs to show the total of all Committed Funds possible for New District in one place.

This budget request does reflect a change in the overall OPS budget of $93,063.63, lowering it to $63,063.03 as set for FY2024-2025 beginning October 1, 2024.

Commissioner Mike Erikson made a motion to move the $30,000.00 in Ops-Admin Misc #1 to Capital Improvement/Committed Funds for New District Startup funds. Commissioner Marc Kroetch seconded the motion. **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED.**

Budget Public Hearing, Meeting & Budget Approval for FY 2025-2026 is set for Monday, August 4, 2025.

e. Extension to North West Vernacular, Inc. contract from May 31, 2025 to July 31, 2025. This is a request from the Spirit Lake Historic Preservation Commission and North West Vernacular, Inc. to be able to complete final draft of the SL Historic Preservation Plan.

Acting Chair Becky DeMers talked about how North West Vernacular and the SL Historic Preservation Commission had asked for an extension of the end date of the Committed Funds because there are a few things still needed to be worked out in the draft of the Plan before being completed.

June 16, 2025 is set for the SL Historic Preservation Commission Public Hearing and Meeting.

Commissioner Paul Sturm made motion to accept the changing of the end date for North West Vernacular, Inc. Committed Funds project of the SL Historic Preservation Plan from May 31, 2025 to July 31, 2025 as requested. **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED.**

f. Audit FY 2023-2024

Draft of FY23-24 audit in packet along with letter of Representation from Alpine Summit CPA's. Would like approval to accept so that we may get final Audit Report prior to June 30 so that we can make our June 30th deadline to State of Idaho and City of Spirit Lake.

Commissioner Melissa Hallas made motion to accept Audit draft and that the letter of Representation be signed and returned to Alpine so that we can meet our deadline. Commissioner Paul Sturm seconded the motion. **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED.**

5. CONSENT CALENDAR for June, 2025 — ACTION ITEMS

a. Minutes of Monday, May 12, 2025

b. Payables

Ops

5/14/25	City of Spirit Lake, Invoice #2025-22 Office Supplies, Heavy Duty 3-Hole Punch	$ 100.89
5/21/25	Elam & Burke, Invoice #214666 Prof Services April, 2025	$ 862.50
05/30/25	Bredeson Law Group, Invoice #1280 May Reviews; Telephone Conference, Email	$ 187.50
06/02/25	City of Spirit Lake, Invoice #2025-25 May25 Wages-VCoombs	$ 934.98
Sub-Total of Ops Payables for June		**$ 2,085.87**

CI

5/14/25	City of Spirit Lake, Invoice #2025-16 Water Improvement, Mainline-14th St Project.	$ 14,097.10
5/19/25	City of Spirit Lake, Invoice #2025-23 Well #6 – JAS Invoices	$ 6,558.58
06/04/25	City of Spirit Lake, Invoice #2025-26 Drilling of Well	$262,618.60
Sub-Total of CI Payables for June		**$283,274.28**

Commissioner Paul Sturm made a motion to accept the Consent Calendar Items; Minutes of last meeting, Payables, and Financial Reports as written and pay invoices due. Commissioner Mike Erikson seconded the motion. . **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED.**

6. NEW BUSINESS

Citizen Kevin Miller was present and asked SLURA's support of $7,500.00. A citizens committee is working on turning the old tennis courts at Timberlake High School into Pickleball courts. The committee does have some other funding but wanted to ask SLURA to help with equipment costs. Total funding is $10,000 – $12,000.00. The project consists of grinding of old courts, sealing, painting with rubberized paint of 4 courts, nets, equipment, etc. Area is 22' x 40' for 4 courts. Contacted Fire Department to come and spray off area as there is no water closer than 700 feet away and after grinding needs to be

cleaned off. Estimated completion of project July 2025. If approved, Timberlake HS would be first HS in the State with Pickleball courts. School looking forward to having pickleball as a activity in their PE programs.

After discussion, Commission Paul Sturm made a motion to approve project amount of $7,500.00 with Silkirk, Hayden Lake for Pickleball courts at Timberlake High School. Commissioner Mike Erikson seconded the motion. **All in favor vote: AYE, by all five (5) Commissioners present. Motion Passed, APPROVED**

7. **CITIZENS COMMENTS**

8. **PUBLIC HEARING – Set for MONDAY, AUGUST 4, 2025**

   For Budget FY2025-2026

9. STAFF REPORT AND UPDATES

   Next Monthly Meeting date: Monday, July 14, 2025

10. COMMISSIONER COMMENTS

11. CHAIRPERSON COMMENTS

12. EXECUTIVE SESSION – N/A

13. ADJOURNMENT – No further business to come before the Commission, meet was adjourned at 8:15pm.

Attachments:

Kootenai County EMS System Resolution 2025-49
Current Budget / Budget Change Request #4
Audit FY2023-2024

Submitted by:

Vicki Coombs, SLURA Admin Assistant

Approved, July 14, 2025

Becky DeMers, Vice-Chair and
Acting Chair/Commissioner

SIGNATURES OF CITY RESIDENTS AND INTERESTED INDIVIDUALS ATTENDING THE

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA) MEETING

Monday, June 9, 2025

PRINTED NAME	SIGNATURE
KEVIN MILLER	Kevin Miller

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)

BUDGET FY2024-2025

October 1, 2024 - September 30, 2025

BUDGET CHANGE REQUEST #5

Plus Minutes of Meeting

July 14, 2025

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
FY 2024-2025 BUDGET CHANGE REQUEST #5 FOR 7/14/2025

A.

I would like to suggest we move the amount of $7,500.00 from the Operational Budget, Misc-Admin #2 to Committed Funds Miller-Timberlake HS Pickleball Court Supplies to cover the Committed Funds voted upon at the June 09, 2025 monthly meeting.

This budget change does reflect a change in the overall OPS budget Misc-Admin #2 from $21,661.44 to $14,161.44;
for a total Working Ops Budget of $55,563.63.

Melissa Hallas

Melissa Hallas, Chair
7/14/2025

S 7/16/25

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
BUDGET PROPOSED CHANGE #5 FOR FY2024-2025

Asking for Change on 07/14/2025

Working Operational Line Item Budget

	10/1/2024	10/7/2024	2/10/2025	4/14/2025	6/9/2025	7/14/2025
Advertising	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 1,000.00	$ 1,000.00	1,000.00
Audit	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00
City Contract Services						
Wages, VCoombs @ $17.50hrly/Up to 29hrs PP if needed	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	15,856.70
Wages, TLander @ % of Wages	$ 4,000.00	$ 4,000.00	$ 422.49	$ 422.49	$ 422.49	422.49
Contract Services	$ -	$ -	$ -	$ -	$ -	
Legal						
Bredeson Law Group	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Elam & Burke	$ -	$ -	$ 1,000.00	$ 5,424.00	$ 5,424.00	$ 5,424.00
Liability Insurance (ICRMP)	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00
Office Supplies	$ 500.00	$ 500.00	$ 500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
Training	$ -	$ -	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
Travel & Meetings	$ 500.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,550.00
Misc - Admin #1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	$ -
Misc - Admin #2	$ 25,557.93	$ 24,507.93	$ 26,085.44	$ 21,661.44	$ 21,661.44	$ 14,161.44
TOTAL WORKING OPERATIONAL BUDGET	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 63,063.63**	**$ 55,563.63**
Committed Funds						
NW Vernacular, Inc.-SL Historic Preserv Plan				$ 3,212.57	$ 3,212.57	$ 3,212.57
Water Improvement -Well #6				$ 617,741.52	$ 617,741.52	$ 617,741.52
Water Improvement - Mainline-14th St Project				$ 518,179.65	$ 518,179.65	$ 518,179.65
Miller - Timberlake HS Pickleball Court Supplies						$ 7,500.00
New District StartUp Costs				$ 100,000.00	$ 130,000.00	$ 130,000.00
TOTAL CAPITOL IMPROVEMENT BUDGET				**$ 1,239,133.74**	**$ 1,269,133.74**	**$ 1,276,633.74**

Spirit Lake Urban Renewal Agency (SLURA)

Monthly Meeting Minutes

Monday, July 14, 2025

6:30 PM

Spirit Lake City Hall, 6042 W. Maine Street

1. CALL TO ORDER AND COMMISSIONERS ROLL CALL

The Meeting was called to order at 6:30pm by Melissa Hallas, Chairperson.

Melissa Hallas, Chairperson, entertained a motion to add additional payable from Alpine Summit to Consent Calendar for payment. A motion was made by Commissioner Becky DeMers to add the Alpine Summit invoice to the Consent Calendar Payables. Commissioner Mike Erikson, seconded the motion. **All in Favor vote: AYE by all five (5) Commissioners present. Motion passed, APPROVED.**

Roll Call: Present were all five (5) Commissioners; Commissioner Becky DeMers, Commissioner March Kroetch, Commissioner Paul Sturm, Commissioner Mike Erikson and Chairperson/Commissioner Melissa Hallas.

2. CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS - NONE

3. CONFLICT DISCLOSURE - NONE

4. NEW BUSINESS

ACTION ITEMS

Tim Wilkerson, Director, Public Works asked for $7,000-$8,000.00 for the SL Tea Pot area to fill in, rock and make the area look better and not an eyesore. Public Works will spray area before rock is laid. It was asked about shrubbery around the perimeter of the lot; could plant something more drought tolerant and would not have to be continuous shrubs, a few along each section of fencing to enhance the look of the area. May need more $. It was stated by Chairperson Melissa Hallas that SLURA would like to help but would like to wait and see what our final tax increment payment is going to be on 7/25 before committing completely. Really like the idea of this project.

Commissioners also talked to Tim about the Goose Poop problem at Fireside Park. This has been an on-going issue for several months. Tim has some information from Game & Fish Dept on lights/sound equipment that could be used to help with the problem. Possibly $500.-$700.00 for each unit. Becky DeMers stated that the SL Coalition has been working

at Fireside Park everyday to pickup after the Geese and it is quite a chore; 2 times per day for about 1 ½ hrs. Tim will do some more research on this.

Tim also talked about needing some additional $ for the cement pad for the Cemetery Memorial to sit upon. Grass to be dug up, pour pad and that needs to be done prior to the Memorial being delivered to ensure that the pad is cured. The Memorial should be delivered in September. It was mentioned that he thought the pad was approved at the same time as the purchase of the Memorial. Commissioners asked Vicki to look back in the minutes to verify that.

Citizen, Kevin Miller, gave report on the finished Pickleball Courts. Kevin thanked the Commissioners for their monetary help of $7,500.00 with this community project. A total of $11,000.00 was donated for the project of taking the old tennis courts at Timberlake High School and turning them into four (4) Pickleball Courts. Courts now open Tuesday and Thursday mornings and evenings. Schools excited to add Pickleball to their PE curriculum. Some paint supplies left from the project will be used for the area at the northwest corner of SL Big Park when trees stop shedding their seed pods.

5. UNFINISHED BUSINESS

ACTION ITEMS

Final SL Historic Preservation Plan was in Commissioners meeting packet. The Final Plan now goes to City Council for their approval. The Plan should now allow the Historic Preservation Commission to be eligible for grants, etc. SLURA paid for the Preservation Plan to be prepared by North West Vernacular, Inc. A total project cost of $18,943.43 with a savings of $1,198.57 from original Committed Funds of $20,142.00 on 05/13/2024.

The Final Audit for FY2024 was submitted in Commissioners packets. Also, an Engagement Letter from Alpine Summit CPAs for their service for the Audit FY2025 was attached at a cost of no more than $7,450.00. Commissioner Becky DeMers made a motion to accept the Engagement Letter as written and approve. Commissioner Mike Erikson seconded the motion. **All in Favor vote: AYE by all five (5) Commissioners present. Motion passed, APPROVED.**

Budget Change #5 for this FY2024-2025 was suggested to move the amount of $7,500.00 from the Operational Budget, Misc-Admin #2 to Committed Funds, Miller-Timberlake HS Pickleball Court Supplies project to cover the Committed Funds voted upon at the June 9, 2025 monthly meeting. Commissioner Mike Erikson made a motion to move the funds from Operations to Committed Funds in the amount of $7,500.00. Commissioner Becky DeMers seconded the motion. **All in Favor vote: AYE by all five (5) Commissioners present. Motion passed, APPROVED.**

The Budget for FY2024-2025 was explained by Vicki. This will be our closing budget because of "Intent to Terminate" the District. SLURA will receive their last tax increment deposit on 7/25/2025 and there will be no other deposit except for bank interest. Also, we talked about the $130,000.00 Committed Funds amount for the New District.

The Final Intent to Terminate and Resolution Plan was presented. A motion was made by Commissioner Becky DeMers to accept and approve the Intent to Terminate and Resolution Plan as written. Commissioner Paul Sturm seconded the motion. **All in Favor vote: AYE by all five (5) Commissioners present. Motion passed, APPROVED.**

6. CONSENT CALENDAR for June, 2025

ACTION ITEMS

a. Minutes of June 9, 2025.
b. Payables

Ops

05/31/25	Elam&Burke	Inv#215198	Legal #70400	$ 1,113.00
06/25/25	City of SL I	nv#2025-30	Wages #74100	$ 1,134.58
06/26/25	Bredeson Law	Inv #1269	Legal #70450	$ 125.00
07/09/25	Alpine Summit	Inv #14282	Audit #71500	$ 1,125.00
Ops Total for June,2025				**$ 3,497.58**

CI

06/25/25	City of SL	Inv#2025-28	Water #77401	$ 2,667.70
06/25/25	City of SL I	nv#2025-28	Water #77402	$ 1,750.50
06/30/25	NWVernacular	Inv#2154	HPP #77020	$ 2,014.00
07/02/25	Miller-THS	Inv#07.02/25	Miller-THS #77010	$ 7,500.00
CI Total for June, 2025				**$13,932.20**

TOTAL Monthly Payables, June, 2025 **$17,429.78**

c. Financial Bank Reconciliations of June, 2025
d. Bank Reconciliations of June, 2025
e. P&L Report / Balance Sheet Report of June, 2025

Commissioner Paul Sturm made a motion to accept the Consent Calendar as written and pay bills. Commissioner Becky DeMers seconded the motion. **All in Favor vote: AYE by all five (5) Commissioners present. Motion passed, APPROVED.**

7. CITIZEN COMMENTS - NONE

8. **PUBLIC HEARING – SCHEDULED, MONDAY, AUGUST 4, 2025**
For Budget FY2025-2026

9. **STAFF REPORT AND UPDATES - NONE**

10. **COMMISSIONER COMMENTS - NONE**

11. **CHAIRPERSON COMMENTS - NONE**

12. **EXECUTIVE SESSION - NONE**

13. **ADJOURNMENT**

There being no further business to come before the Commission, meeting was adjourned at 7:32pm.

Submitted by:

Vicki Coombs, Admin Asst

APPROVED, AUGUST 4, 2025

Melissa Hallas

Melissa Hallas, Chairperson / Commissioner

Attachments:

SL Historic Preservation Plan
Audit FY2023-2024
Engagement Letter
Budget Change #5 Request
Final Budget FY2024-2025
Intent to Terminate and Resolution Plan
Consent Calendar Items

SIGNATURES OF CITY RESIDENTS AND INTERESTED INDIVIDUALS ATTENDING THE

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA) MEETING

Monday, July 14, 2025

PRINTED NAME	SIGNATURE
Tim Wilkerson	
Kevin Miller	

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
FY 2024-2025 BUDGET CHANGE REQUEST #6 FOR
8/4/2025

A.
I would like to suggest we move the amount of $500.00 from the Operational Budget, Travel & Meetings to Office Supplies to cover the current payable request amount of $264.53 plus have an extra $235.47 just incase we have another invoice come through for Office Supplies in September.

I do not anticipate any Travel & Meeting expenses to come through in September 25.

This budget changes does reflect a change in the OPS Budget, Travel & Meetings to ZERO BALANCE and the overall OPS Budget of $56,063.63.

Vicki Coombs, Admin Asst., 08/04/2025

Approved

Melissa Hallas

Melissa Hallas, Chair
8/4/2025

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
BUDGET PROPOSED CHANGE #6 FOR FY2024-2025

Asking for Change on 08/04/2025

Working Operational Line Item Budget

	10/1/2024	10/7/2024	2/10/2025	4/14/2025	6/9/2025	7/14/2025	8/4/2025
Advertising	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
Audit	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00
City Contract Services							
Wages, VCoombs	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70
@ $17.50hrly/Up to 29hrs PP if needed							
Wages, TLander @ % of Wages	$ 4,000.00	$ 4,000.00	$ 422.49	$ 422.49	$ 422.49	$ 422.49	$ 422.49
Contract Services	$ -	$ -	$ -	$ -	$ -		
Legal							
Bredeson Law Group	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Elam & Burke	$ -	$ -	$ 1,000.00	$ 5,424.00	$ 5,424.00	$ 5,424.00	$ 5,424.00
Liability Insurance (ICRMP)	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00
Office Supplies	$ 500.00	$ 500.00	$ 500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	
Training	$ -	$ -	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,500.00
Travel & Meetings	$ 500.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,050.00
Misc - Admin #1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	$ -	$ -
Misc - Admin #2	$ 25,557.93	$ 24,507.93	$ 26,085.44	$ 21,661.44	$ 21,661.44	$ 14,161.44	$ 14,161.44
TOTAL WORKING OPERATIONAL BUDGET	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 63,063.63**	**$ 55,563.63**	**$ 56,063.63**
Committed Funds							
NW Vernacular, Inc.-SL Historic Preserv Plan				$ 3,212.57	$ 3,212.57	$ 3,212.57	$ -
Water Improvement -Well #6				$ 617,741.52	$ 617,741.52	$ 345,896.64	$ 345,896.64
Water Improvement - Mainline-14th St Project				$ 518,179.65	$ 518,179.65	$ 502,332.05	$ 502,332.05
Miller - Timberlake HS Pickleball Court Supplies						$ 7,500.00	$ -
New UR District StartUp $ #1				$ 100,000.00	$ 130,000.00	$ 130,000.00	$ 130,000.00
TOTAL CAPITOL IMPROVEMENT BUDGET				**$ 1,239,133.74**	**$ 1,269,133.74**	**$ 988,941.26**	**$ 978,228.69**

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
FY 2024-2025 BUDGET CHANGE REQUEST #7 FOR 8/4/2025

This is a Budget Change Request for Final Approval of Budget Changes made at the August 04, 2025 Monthly Meeting:

A. From Capitol Improvements/New UR District StartUp $ #1		**$130,000.00**
To CI-Cement Foundation @ Cemetery Proj	1,700.00	
To CI-Tea Pot Area Rock & Landscaping Proj	8,000.00	
To CI-GoosePoopProblem @ Fireside Park Proj	5,300.00	
To OPS/MiscAdmin#2	5,000.00	
	20,000.00	**$110,000.00**
And then for easier bookkeeping,		
To CI-New UR District StartUp $ #2	**110,000.00**	**$0.00**

Vicki Coombs, Admin Asst. 8/4/2025

APPROVED

Melissa Hallas, Chair
9/8/2025

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
BUDGET PROPOSED CHANGE #7 FOR FY2024-2025

Asking for Change on 09/08/2025

Working Operational Line Item Budget

	10/1/2024	10/7/2024	2/10/2025	4/14/2025	6/9/2025	7/14/2025	
Advertising	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$
Audit	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$ 7,250.00	$
City Contract Services							
Wages, VCoombs @ $17.50hrly/Up to 29hrs PP if needed	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 15,856.70	$ 1
Wages, TLander @ % of Wages	$ 4,000.00	$ 4,000.00	$ 422.49	$ 422.49	$ 422.49	$ 422.49	$
Contract Services	$ -	$ -	$ -	$ -	$ -		
Legal							
Bredeson Law Group	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$
Elam & Burke	$ -	$ -	$ 1,000.00	$ 5,424.00	$ 5,424.00	$ 5,424.00	$
Liability Insurance (ICRMP)	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$ 2,399.00	$
Office Supplies	$ 500.00	$ 500.00	$ 500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	
Training	$ -	$ -	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$
Travel & Meetings	$ 500.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$ 1,550.00	$
Misc - Admin #1	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ -	$ -	$
Misc - Admin #2	$ 25,557.93	$ 24,507.93	$ 26,085.44	$ 21,661.44	$ 21,661.44	$ 14,161.44	$ 1
TOTAL WORKING OPERATIONAL BUDGET	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 93,063.63**	**$ 63,063.63**	**$ 55,563.63**	**$ 5**

SPIRIT LAKE URBAN RENEWAL AGENCY (SLURA)
BUDGET PROPOSED CHANGE #7 FOR FY2024-2025

Asking for Change on 09/08/2025

Working Operational Line Item Budget

	10/1/2024	10/7/2024	2/10/2025	4/14/2025	6/9/2025	7/14/2025	
OPEN Committed Funds							
Water Improvement -Well #6				$ 617,741.52	$ 617,741.52	$ 345,896.64	$ 3
Water Improvement - Mainline-14th St Project				$ 518,179.65	$ 518,179.65	$ 502,332.05	$ 5
New UR District StartUp $ #1				$ 100,000.00	$ 130,000.00	$ 130,000.00	$ 1
Cement Foundation @ Cemetery for Memorial							
Tea Pot Area Rock & Landscape Proj							
Goose Poop Problem Project @ Fireside Park							
New UR District StartUp #2							
TOTAL CAPITOL IMPROVEMENT BUDGET				**$ 1,281,682.17**	**$ 1,311,738.17**	**$ 1,024,080.69**	**$ 1,0**

Spirit Lake Urban Renewal Agency (SLURA)

Monthly Meeting Minutes
Monday, August 4, 2025
6:45 PM
Spirit Lake City Hall, 6042 W. Maine Street

1.CALL TO ORDER AND COMMISSIONERS ROLL CALL

The Meeting was called to order at 6:45 pm by Melissa Hallas, Chairperson.

Roll Call: Present were four (4) Commissioners; Commissioner Paul Sturm, Commissioner Becky DeMers, Commissioner Marc Kroetch, and Commissioner/Chairperson Melissa Hallas. Commissioner Mike Erikson was Absent.

Melissa Hallas, Chairperson, entertained a motion to add additional payable from Bredeson Law Group to Consent Calendar Payables for payment. A motion was made by Commissioner Becky DeMers to add the Bredeson Law Group invoice to the Consent Calendar Payables. Commissioner Paul Sturm seconded the motion. **All in Favor vote: AYE by all four (4) Commissioners present. Motion passed, APPROVED.**

2.CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS – NONE

3.CONFLICT DISCLOSURE – NONE

4.UNFINISHED BUSINESS

Tim Wilkerson, Director, Public Work, City of Spirit Lake was present to again discuss his requests for funding:

Tim presented his bids and information in regards to these three (3) funding requests.

a. Cement Foundation for Cemetery Cremation Memorial
b. Rock and Landscape Plants for Tea Pot Area
c. Goose Poop Problem at Fireside Park

All three projects were discussed with bid estimated pricing and Tim left meeting so we could talk about budget details and will get back to him with answer on his requests.

Budget Change Request #6:

It was suggested that $500.00 be moved from the Operation Budget, Travel & Meetings to Office Supplies to cover the current payable request amount of $264.53 plus have an extra $235.47 just in case we have another invoice come through for Office Supplies in September.

Commissioner Paul Sturm made a motion to transfer the needed $500.00 from Operational Budget, Travel & Meetings to Office Supplies to cover expenses. Commissioner Becky DeMers seconded the motion. **All in Favor vote: AYE by all four(4) Commissioners present. Motion Passed, APPROVED.**

Budget Update:

Vicki the Exhibit A from the Resolution Packet as our budget FY2025-2026 recommendation and approval. Vicki also presented the up-to-date budget predictions as of 08/01/2025 for the FY2025-2026. Upon discussion a motion was made by Commissioner Becky DeMers and seconded by Commissioner Paul Sturm to accept the Budget FY2025-2026. **All in Favor vote: AYE by all four (4) Commissioners present. Motion Passed, APPROVED.**

Included in the Commissioners packet tonight was a copy of the Deposit Transaction Sheets that comes from Kootenai County. Vicki thought Commissioners would like to see how the dollars received of tax increments comes.

5.NEW BUSINESS – NONE

6.CONSENT CALENDAR

Minutes of July 14, 2025 meeting;

Payables Totaling $10,872.71

And Financial Reports were reviewed. Commissioner Paul Sturm made a motion to accept the Consent Calendar items as written. Commissioner Becky DeMers seconded the motion. **All in Favor vote: AYE by all four (4) Commissioners present. Motion Passed, APPROVED.**

After discussion of the budget,

Commissioner Marc Kroetch made a motion to move $20,000.00 from Committed Funds New District StartUp Funds to fund Public Works three(3) projects totaling $15,000.00 and the other $5,000.00 to Operations Budget, Admin #2 to help bring the FY25-26 budget out of a negative balance. Commissioner Paul Sturm seconded the motion. **All in Favor Vote; AYE by all four (4) Commissioners present. Motion Passed, APPROVED.**

a. **Cement Foundation for Cemetery Cremation Memorial** is being shipped and foundation needs priority to be ready to set the granite memorial at cemetery. Estimated $1,700.00 for cement foundation, **up to and no more than the $1,700.00 approved**

b. Rock and Landscape Plants for Tea Pot Area. .
The tea pot area will be sprayed with defoliant, leveled and rock brought in to cover area, boulders around depression area with some landscape plants. Estimated $8,000.00 for rock and plants. **Up to and no more than $8,000.00 approved.**

c. Goose Poop Problem at Fireside Park. On-going problem. Not good healthwise for citizens visiting park and beach area. **SLURA is asking for minimum of 2 control methods with an amount up to and no more than $5,300.00 approved.**

For the three Public Works funding projects requested, a total of up to and no more than $15,000.00 has been approved. Invoices on completed work as soon as possible.

Vicki will send notice to Tim letting him know of the project approvals tomorrow morning.

7.CITIZEN COMMENTS – NONE

8.PUBLIC HEARING – NONE

9.STAFF REPORT AND UPDATES - NONE

10.COMMISSIONER COMMENTS –

Commissioner Becky DeMers will not be present at the September meeting.

11. CHAIRPERSON COMMENTS - NONE

12.EXECTIVE SESSION – NONE SCHEDULED

13.ADJOURNMENT - NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, MEETING WAS ADJOURNED AT 7:20pm.

Attachments:

Submitted by:

Vicki Coombs, SLURA Admin Asst.

APPROVED, September 8, 2025

Melissa Hallas, Chair

Vicki Coombs

From: Vicki Coombs
Sent: Tuesday, August 5, 2025 7:45 AM
To: Tim Wilkerson
Cc: Melissa Hallas; Michelle Wharton
Subject: SLURA ALLOCATION APPROVED FOR SPIRIT LAKE PUBLIC WORKS PROJECTS

Tim –

Good Morning!

Your requests for funding for three (3) Public Works Projects have been approved as of August 4, 2025 by the Spirit Lake Urban Renewal Agency (SLURA):

1. Cement Foundation for Cemetery Cremation Memorial Up to and no more than $ 1,700.00

2. Rock and Landscape Plants for Tea Pot Area Up to and no more than $ 8,000.00

3. Goose Poop Problem at Fireside Park Up to and no more than $ 5,300.00
   Minimum of 2 control methods

GRAND TOTAL $15,000.00

Please present your invoices on completed work as soon as possible.

Congratulations!

Vicki Coombs, SLURA Admin Assistant
Spirit Lake Urban Renewal Agency (SLURA)
City of Spirit Lake
6042 W Maine Street
PO Box 309
Spirit Lake ID 83869

Tim Wilkerson

From: kstairs@jrcda.com
Sent: Monday, August 4, 2025 1:15 PM
To: Tim Wilkerson
Subject: Re: Conmat Estimate

Basalt 1,000.00

Good Afternoon,

The estimate id based off of the following,

Estimated 25 tons of ¾ base per load $200.00 plus ~~6% tax $12.00~~
Trucking at 1.5 hour turn time $247.50

247.00
$7,100.00

I hope this helps

Kerrie Paulsen - Billing Dept.
Kay Stairs - Dispatch

Own truck
3,200.

CONMAT GROUP INC
PO BOX 1718
HAYDEN, ID 83835
ph: 208-772-0511
fx: 208-762-3822

$1760.00 Concrete

From: Tim Wilkerson <tim.wilkerson@SpiritLakeID.gov>
Sent: Monday, August 4, 2025 9:20 AM
To: kstairs@jrcda.com <kstairs@jrcda.com>
Subject: RE: Conmat Estimate

Kerrie can I get a estimate on the 405 tons of rock and 75 ton of basalt. In a quote format please

Landscape - $200.00

Tim Wilkerson
City of Spirit Lake
Public Works Director

From: kstairs@jrcda.com <kstairs@jrcda.com>
Sent: Monday, August 4, 2025 8:12 AM

POE ASPHALT PAVING INC.

Post Falls Materials Only Quote

poeasphalt.com

2732 N. Beck Rd, Post Falls, ID 83854

208.777.0498

Company: City of Spirit Lake

Project: City of Spirit Lake

Quote Date: 7/31/2025

Contact: Tim Wilkerson

AGGREGATE

Product #	Product	Qty Ordered (Tons)	Quoted Price	Total
PF004	3/4" Crushed Surfacing Top Course	405	$22.00	$8,910.00
PF018	Basalt Drain Rock	75	$26.50	$1,987.50
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Notes:

DELIVERED PRICING (IF PROVIDED) REQUIRES A MINIMUM OF 24 HOURS NOTICE AND IS STRICTLY BASED UPON POE TRUCKING AVAILIBILITY. DELIVERED PRICING ASSUMES 10 MINUTES ON SITE UNLESS OTHERWISE NOTED ON QUOTE.

DUMP FEES				
	Clean Asphalt	1	NO CHARGE	
	Clean Concrete	1	$6.00	$6.00
	Structural Disposal	1	$8.00	$8.00
				$0.00
CLEAN GRINDINGS BROUGHT TO YARD		1	-$2.00	-$2.00

TRUCKING		IDAHO & WASHINGTON		DAVIS BACON
	Truck Only	$160.00		$160.00
	Truck & Pup	$180.00		$180.00
	Super Single	$180.00		$180.00

** OT + $25.00 per hour after 8 hours. Prevailing jobs will be charged a one time $200.00 admin fee.*

** No longer loading pickups and/or dump trailers.*

** No metal/rebar in the clean concrete or a $500.00 back charge if found.*

** All invoices will be charged WA sales tax unless a reseller cert is on file ahead of purchase.*

** Prices & products are subject to change without notice.*

** Contact Alex Jordan (907.687.8187) for large quantity orders.*

** All quoted prices do not include sales tax and will be applied at invoicing.*