

**SANDPOINT URBAN RENEWAL AGENCY
MEETING MINUTES OF NOVEMBER 1, 2016
7:30 A.M. CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT: Eric Paull, Steve Lockwood, Curt Hagan, Kate McAlister, Tom Bokowy, Kendon Perry, Jeremy Grimm, Aaron Qualls

MEMBERS ABSENT: Marilyn Sabella

CITY COUNCIL/ STAFF PRESENT: City Administrator Jennifer Stapleton*, Public Works Director Ryan Luttmann, Melissa Bethel (minutes)

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

Minutes: Minutes for the October 4, 2016 meetings were approved as submitted.

Financial report* Downtown general account \$614,208.71; Revenue Allocation Fund a/c \$127,445.69 Northern \$1,318,008.70. Downtown loan balance \$1,035,976.64 (next payment due 3-15-17 \$125,435.49).

***All account balances and advances listed in this Agenda are as of October 25, 2016.**

Increment received in October: Downtown \$353.00; Northern \$4,448.81.

Paull advised the audit would take place around the 15th.

Old Business:

Downtown streets: Ryan Luttmann/ Bruce Robertson update on street projects. Church Street: 2014/2015 and 2015/2016 \$600,000. Advanced to date; \$587,179.98. Remaining balance \$12,820.02.

Invoices for approval \$5,066.67: Downtown Street Engineering 2016/17 \$293,000. Advanced to date; \$-0-. Remaining balance \$293,000.

Luttmann stated he has been negotiating a contract with Century West. He stated he is close to bringing the contract to City Council. Luttmann advised the Board he has asked the costs be broken out so elements of the project budget can be read easily. Luttmann stated timing on the reversion is key and it appears a winter shut down will happen and restriping will occur in the spring with some public education and outreach. Luttmann stated the invoice before SURA is from Century West for Church Street engineering work. Luttmann stated the existing lane width on Church does not lend itself to diagonal parking on both sides. Grimm inquired why truck traffic would not be prohibited downtown. Luttmann stated he is in informal discussions with ITD regarding truck traffic and routes.

Motion:

Hagan moved and McAlister second to approve payment of \$5,066.67 to Century West for engineering costs on Church Street.

Motion passes unanimously.

Baldy Pedestrian Project: Ryan Luttmann/Bruce Robertson update on project. Advanced to date: \$16,000. Remaining balance \$834,000 (\$500,000 FY15/16 and \$220,000 FY16/17). Invoices for approval \$-0-.

Luttmann stated the City signed a contract to start winter design and the project is on schedule.

Fiber network: Northern: Bruce Robertson. Advanced to date; \$736.72. Remaining balance; \$29,263.28. Invoice for approval \$8,962.11.

Robertson stated by cooperating with Avista and Frontier conduit was able to be included at a lower cost. Luttmann advised the project is under budget.

Motion:

Grimm moved and Perry second to approve payment of \$8,962.11 to Avista for fiber conduit. **Motion passes unanimously.**

804 Airport Way: Qualls stated phase I is completed.

Stapleton arrived

BID grant program: BID Grant for 2015/2016 \$45,000. \$36,575.61; Advanced to date \$36,575.61; remaining balance \$8,424.39. Invoices for approval: \$621.00

McAlister stated the invoice before the Board is primarily for advertisement and will be the final invoice submitted.

Motion:

Lockwood moved and Qualls second to approve payment of \$621.00 to the BID. **Motion passes unanimously with McAlister abstaining.**

Stapleton stated the BID survey will go out in about ten days and the City should have data by December. Paull inquired how business owners were identified. Stapleton explained how the process will work for collecting the data.

Art: No report

Panida: Patricia Walker White PANIDA Grant. Advanced to date \$407,071.24; Remaining balance \$42,928.76. Invoices for approval: \$0.

Walker White stated a new sound board will cost about \$50,000.00 which would include a new speaker system. Walker White stated the invoice would leave a zero balance with SURA.

New Business: None

Adjourn: Next regular meeting, December 6, 2016, 7:30 a.m. City Hall City Council Chambers