



SUSTAINABILITY COMMITTEE MEETING AGENDA

October 28, 2025 at 2:30 PM

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

Call to Order

Roll Call

General Announcements/Comments

1. Introduce Rachel McKinley

Meeting Minutes Approval

2. Approval of the Minutes from the Committee's September 23, 2025, Meeting - action item

Committee Business

3. Discussion - Meeting with Mayor Grim 10-21-25 Update by Christine Moon
4. Discussion - Regional University Partnership by Christine Moon
5. Assign research projects to present at next meeting
 - A. Logistics and cost of a Greenhouse Gas Inventory (GHG Inventory) for the municipal government
 - B. Regional university programs for possible partnership on sustainable urban planning
 - C. Outlets for occasional essays and topics on local sustainability and possible authors
 - D. Ideas for engaging the public, e.g., what have other cities done
6. Discussion - Review other town Sustainability Plans for Scope and Topic Categories
7. Discussion - Sandpoint Sustainability Plan
8. Discussion - Review previous Sustainability Committee meeting minutes

Committee Business

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.
Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



SUSTAINABILITY COMMITTEE MEETING MINUTES

September 23, 2025 at 2:30 PM

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

Call to Order

Chair Christine Moon called the meeting of the Sandpoint Sustainability Committee to order at 2:30pm on Tuesday, September 23, 2025, in Council Chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Christine Moon, Chair

Deborah Dickerson, Vice Chair

Diana Duke

Mary Wilkosz

Makayla Sundquist

Also present were City Council Liaison Pam Duquette, staff liaison Katie Keeney, Public Works Director Holly Ellis, and board clerk Mandy Brown.

General Announcements/Comments

1. Idaho Open Meeting Law / Agenda Amendment Procedure

For the purpose of acknowledging and curing any possible open meeting law misstep, staff liaison Katie Kenney read for the record a statement regarding the item that was added to the August agenda during the meeting to ensure an understanding of this portion of the law.

Meeting Minutes Approval

2. Approval of the Minutes from the Committee's August 26, 2025, Meeting

The minutes from the Committee's August 26, 2025, meeting were approved as presented.

Motion made by Chair Moon, Seconded by Committee Member Sundquist.

Voting Yea: Chair Moon, Vice Chair Dickerson, Committee Member Duke, Committee Member Wilkosz, Committee Member Sundquist

Committee Business

3. Downtown Revitalization Phase 3 Citizen Advisory Committee

Public Works Director Holly Ellis provided some brief information on job duties of the Downtown Revitalization Phase 3 Citizen Advisory Committee. Diana Duke was then nominated to serve on behalf of the Sustainability Committee and accepted the nomination.

Motion made by Chair Moon, Seconded by Vice Chair Dickerson.

Voting Yea: Chair Moon, Vice Chair Dickerson, Committee Member Duke, Committee Member Wilkosz, Committee Member Sundquist

4. Reschedule November 2025 meeting from Tuesday, November 25, to Thursday, November 13, at 2:30pm

After a brief discussion of rescheduling the November 25, 2025, meeting to November 13, 2025, committee members made unanimous decision in favor of moving the meeting to the proposed date.

Motion made by Committee Member Sundquist, Seconded by Vice Chair Dickerson.

Voting Yea: Chair Moon, Vice Chair Dickerson, Committee Member Duke, Committee Member Wilkosz, Committee Member Sundquist

5. Reschedule December 2025 meeting from Tuesday, December 23, to Tuesday, December 9, at 2:30pm

After a brief discussion of rescheduling the December 23, 2025, meeting to December 9, 2025 committee members made unanimous decision in favor of moving the meeting to the proposed date.

Motion made by Committee Member Wilkosz, Seconded by Committee Member Duke.

Voting Yea: Chair Moon, Vice Chair Dickerson, Committee Member Duke, Committee Member Wilkosz, Committee Member Sundquist

6. Communication Sharing

All committee members were in agreement about sharing their personal email addresses, with the understanding that their emails would become public record and a reminder about Idaho open meeting laws and creating a quorum.

Motion made by Chair Moon, Seconded by Committee Member Wilkosz.

Voting Yea: Chair Moon, Vice Chair Dickerson, Committee Member Duke, Committee Member Wilkosz, Committee Member Sundquist

7. Discussion - Sustainability Plan

Committee members continued their discussion on the creating a Sustainability Plan.

8. Comparable City Sustainability Plans Report by Mary Wilkosz

Reports were prepared and presented by Committee members Wilkosz & Dickerson. Information only; no Committee action.

9. Regional University Sustainability Programs for Partnership Report by Deborah Dickerson

This topic was not discussed. No Committee action.

10. City Sustainability Personnel Report by Christine Moon

Report presented by Committee member Moon. Information only; no Committee action.

Committee Roundtable

Committee members held a roundtable discussion on several topics. These topics included identifying low hanging fruit in previous Sustainability plans, promoting Staples battery recycling program, and starting a monthly Sustainability article to be published in the Reader, Daily Bee, and the Co-op Newsletter. Other brief topics include a special meeting to be held in October; a potential meeting room change, tree planting in the median, and noticing in the paper.

Adjourn

With no further business on the agenda, the meeting was adjourned at 4:00 pm.

The foregoing minutes, prepared by the Board Clerk, were approved by the Committee during their meeting on _____, 2025.

Board Chair

Attest: Mandy Brown, Board Clerk