



SUSTAINABILITY COMMITTEE MEETING AGENDA

December 08, 2025 at 2:30 PM

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

Call to Order

Roll Call

General Announcements/Comments

Meeting Minutes Approval

1. Approval of the Minutes from the Committee's November 13, 2025, Meeting - **action item**

Old/Unfinished Business

2. Recommendation - Committees' prioritized goals and objectives for 2026 - **action item**
3. Recommendation - Sustainability Plan: Communication Plan adoption - **action item**
4. Report - U of I student pilot project communication
5. Report - Boise State University's "Power Talks" series by Mary Wilkosz

New Business

Committee Roundtable

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

November 13, 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, November 13, 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 Kathryn Keeney, Public Works Project Manager Rachel McKinley, and board clerk Mandy Brown.

General Announcements/Comments

Meeting Minutes Approval

1. Approval of the Minutes from the Committee's October 28, 2025, Meeting

The minutes from the Committee's October 28, 2025, meeting were approved with amendments to the assigned topics of Mary Wilkosz and Deborah Dickerson.

Motion made by Mary Wilkosz, Seconded by Mikayla Sundquist.

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

Committee Business

The committee made a motion to reorder the agenda.

Motion made by Christine Moon, Seconded by Diana Duke.

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

The agenda was reordered as follows

2. Report - U of I Student Projects by Christine Moon

Christine Moon provided an update and committee members gave input on developing a mutually beneficial program.

3. Report - Communication Plan by Mary Wilkosz

Mary shared a communication plan with the committee.

4. Report - Green House Gas Inventory and Cost Estimate by Mikayla Sundquist

Mikayla Sundquist shared her research with the committee with guidance from Natalie Wiley, a Sustainability Consultant.

5. Report - Community Outreach by Diana Duke

Diana Duke shared her report on ways to engage the Community in the creation of the Sandpoint Sustainability plan. Committee members provided feedback and asked questions.

6. Discussion - Committee Standard Operating Procedure (SOP) & Roles by Rachel McKinley

Rachel McKinley shared a reminder on Committee Standard Operating Procedures and roles.

7. Report - ICLEI Membership by Debra Dickerson

Deborah Dickerson shared her research on what the membership would include and the associated cost.

8. Discussion - Initiating Sustainability Committee input on individual city projects by Christine Moon

Christine provided a reminder on sustainability committee member duties that include reviewing city projects.

9. Report - Appointment of the Sustainability Committee 6th member by Christine Moon

Christine Moon shared an update after her conversation with Mayor Grimm and let the group know she is heavily advocating for Mayor Grimm to appoint another member.

10. Review committee member tasks, products, and due dates

Committee members reviewed tasks, products, and upcoming due dates.

Committee Roundtable

The committee made a motion to change their December Meeting date from December 9, 2025 to December 8, 2025 at 2:30PM.

The motion was made by Christine Moon and seconded by Deborah Dickerson.

Voting Yea: Christine Moon, Deborah Dickerson, Mary Wilksoz, Diana Duke, Mikayla Sundquist

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

Sustainability Committee Goals

Christine Moon
08/26/25

1. Submit a Sustainability Plan to City Council by June 2026.
2. Advocate effectively for a city sustainability position.
3. Engage one or more university programs to partner with the city on sustainability.
4. Complete one or more "low hanging fruit" projects by September 2026.

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Tasks with reports to be given at the September meeting

1. Collect and describe models of city sustainability plans.
2. Review Sandpoint plans for format, scope, length, tone. (See page 7 of Comp Plan)
 - a. Multimodal Transportation Plan
 - b. Arts, Culture, and Historic Preservation Plan
 - c. Parks and Recreation Plan
 - d. Airport Master Plan (BoCo)
 - e. Urban Forestry Management Plan
 - f. All Hazard Mitigation Plan (BoCo)
 - g. Wastewater Facility Plan
 - h. Housing and Economic Analysis
 - i. Little Sand Creek Watershed Management Plan
3. Identify university graduate level programs that train municipal sustainability managers for partnership projects. E.g. Universities of Idaho and Montana. EWU. Idaho, Washington, and Montana State, Gonzaga, Whitworth

4. Find out if there is a staff municipal sustainability manager candidate.

5. Review previous SusComm meetings for low hanging fruit project ideas.

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Comparable Towns for Existing Sustainability Plan Models

Payette	Nelson B.C.
Hailey	Whitefish MT
McCall	Leavenworth WA

Mayor Grimm list of desirable sustainability plan contents:

energy use	food
water use	transportation
air	e-waste
housing	waste reduction

Draft Communication and Engagement Plan for the City of Sandpoint's Municipal Government's Sustainability Plan

Introduction

This Communication and Engagement Plan has been prepared to support the development of a Sustainability Plan for the municipal government of the City of Sandpoint (City.) The Sustainability Plan is being developed by the City's Sustainability Committee (Committee) in accordance with the Committee's duties as described in City Code 2-7-4 (Appendix A) and incorporated into the goals and objectives below.

The formal name and content of the City's Sustainability Plan will be developed in collaboration with the City and its residents.

Goals and Objectives

The goals and objectives of the sustainability planning process are derived in part from the Committee's duties (paraphrased and italicized below):

- Goal 1: Plan and facilitate meaningful and transparent engagement with the City in the sustainability planning process by:
 - *Holding open meetings at least four (4) times per year (normally monthly), governed by the Idaho Open Meetings Law and the City's adopted parliamentary procedure and Rules of Civility and Decorum and Public meetings.*
 - Informing and engaging the Mayor, Council, and City staff, in coordination with the Council Liaison, in Committee activities and progress on the Sustainability Plan.
 - *Evaluating proposed parks, public works, infrastructure, and development projects and initiatives for their potential environmental impact and sustainability benefits, providing recommendations for improvements or alternatives.*
- Goal 2: Collaborate with the City to:
 - *Collect and analyze data related to energy use, waste generation, transportation patterns, and other relevant metrics to assess the City's sustainability performance and identify areas of improvement.*
 - *Review existing policies related to sustainability and propose new policies that align with best practices and emerging trends in sustainability.*
 - *Facilitate community outreach through engagement efforts to raise awareness about sustainability issues and gather input from residents on potential solutions as directed by the Mayor or City Council.*

- *Goal 3: Make requests for funding for sustainability-focused studies or analysis to inform City policies and actions. Potential opportunities for future funding include:*
 - The City of Sandpoint
 - Other governmental agencies
 - Non-governmental organizations
 - Private individuals
- *Goal 4 Advocate for sustainable practices and educate residents, businesses, and other stakeholders about the importance of sustainability and ways they can contribute.*

Stakeholders

A preliminary list includes:

- Elected and appointed City officials, City staff, and citizen advisory commissions and committees.
- City of Sandpoint residents
- Other local, state, and federal government agencies with sustainability-related programs operating within or affecting the City of Sandpoint
- Local residents with sustainability expertise
- Prospective external funding entities

Core Messages

This Plan will focus on a set of core messages. The following core messages are proposed for 2026 plan development.

- Message 1: The City's municipal government sustainability planning process will be transparent, inclusive, data-driven, evidence-based, and will have measurable outcomes.
- Message 2: Sustainability means different things to different people; the Committee will work with the City and its residents to develop a Sustainability Plan that reflects the sustainability priorities for the municipal government.
- Message 3: Everyone in the City's municipal government has a role in shaping the Sandpoint's municipal government Sustainability Plan.
- Message 4: City residents will be consulted and apprised in the development of the plan for sustainability practices for Sandpoint's municipal government.

Communication Channels and Tools

This Plan will use a variety of channels to communicate with key audiences, including:

- City Council, Mayor, Staff:
 - City Council and Mayor emails
 - Bimonthly City Council meetings
 - Structured interviews with Councilors, Mayor, Planning and Community Development Director, and Department Heads
 - Surveys with City staff
 - Workshops for staff
- Digital:
 - Website
 - Social media
 - Email
 - Radio KRFY
- Special Events and Community Centers:
 - Farmers Market
 - Library
 - Earth Day
- Print Media: Newspaper articles, flyers, including:
 - Bonner County Daily Bee
 - Reader
 - Co-op Newspaper
 - Sandpoint Magazine

Engagement Phases and Activities

Implementation of this Plan will align with the development of the 2026 Sustainability Plan. Each stage of engagement during the first year of work will be supported by a different set of communications and activities (Table 1).

Table 1. Communication Phases and Activities, Sandpoint Sustainability Plan.

Stage	Focus	Activities	2026 Schedule
1	Engage with councilors Engage with dept heads Engage with advisory committees Develop staff survey Develop a City budget request Develop external funding	City Council interviews Dept head interviews Inform advisory committees Survey preparation Write a draft budget Draft grant proposals	Jan-Mar
2	Inform residents of effort	Media information to residents. City Council agenda item	Jan-Dec
3	Gather resident input	City resident survey Pop-up booths City workshop	Feb-Mar
4	Gather and analyze City data	Outreach results GHG analysis Other benchmark analyses	Jan-Jul
5	Draft 2026 Sustainability Plan	Gather findings Prepare first draft City review	Jul-Aug
6	Share with residents	Press release City workshop City resident survey	Sept-Oct
7	Prepare Final 2026 Plan	Revise draft City review	Oct-Nov
8	Adopt 2026 Plan	Present to Council Revise, as needed Plan for 2027	Dec
9	Implement 2026 Plan	As defined in plan	Jan-Dec 2027

Communication Process

The development of the Sustainability Plan will require close collaboration between the Committee and the City. Table 2 details the communication process with City government and non-City entities.

Table 2. Communication Process

Entity	Process	Timeframe	Comments
Committee Liaison			
Mayor			
Council			
Department Head			
City Staff			
Advisory Committees			
Local Media			
Other Governmental Agencies			
Non-governmental Organizations			
Sandpoint residents			

Feedback and Evaluation

City elected officials', appointed', and staff member's input and feedback will be gathered throughout the planning process, as will the Sandpoint residents. The process may be adjusted as needed. Engagement metrics, including attendance, and survey responses will be incorporated into the Sustainability Plan.

The Committee plans to provide monthly updates to and solicit feedback from the City throughout the planning process.

Budget and Resources

In 2026, the City has not allocated any budget to the Committee to develop the Sustainability Plan. Accordingly, the Committee is researching potential partnerships and alternative sources of funding. The Committee plans to develop a budget to present to the City to implement the Sustainability Plan in 2027.

Success Indicators

The final Communication Plan will define measurable indicators of communication success which may include participation rates, diversity of input, City of Sandpoint staff and community awareness, among other indicators.

[Town Letterhead]

Date: [Insert Date]

Dr. Jaap Vos
 Professor of Sustainability
 University of Idaho – Boise Campus
 College of Art & Architecture / Integrated Design Lab
 Boise, Idaho

Subject: Request for Student Collaboration on Sustainability Projects for Sandpoint, Idaho

Dear Dr. Vos,

The Sandpoint City Council and volunteer sustainability advisory committee are developing our community's first comprehensive sustainability plan, which we aim to finalize by December 2026. The scope we envision is city government functions. To build a solid technical foundation, we are seeking support from University of Idaho students on several applied sustainability projects to be completed by fall 2026. We consider this to be a pilot project to ascertain whether a future partnership between the City of Sandpoint and University of Idaho sustainability-focused programs would be advantageous for both.

We request student assistance in the following priority areas:

1. Components of a Greenhouse Gas Emissions Inventory for municipal government. This should be conducted according to recognized and standard protocols that could be replicated in the future to measure progress.
2. Renewable energy feasibility study – Assess potential for solar or other renewable installations on municipal facilities.
3. Solid waste and materials management assessment – Analyze waste streams and develop achievable diversion and reduction strategies.
4. Green infrastructure and resilience mapping – Map high-runoff or flood-prone areas and propose feasible green infrastructure interventions.
5. Design community surveys, collect and analyze data, and report results.

Each project will produce actionable data. Recommendations would inform the town's sustainability plan. The committee will lead all public communication and workshops locally so that student efforts remain focused on technical analysis and project deliverables.

We would appreciate the opportunity to meet soon to discuss scope, timelines, and next steps. Please let us know your availability for a short virtual meeting.

Thank you for considering this partnership to help advance sustainability in Sandpoint and across Idaho communities.

Sincerely,
 [Your Name]
 Chair, volunteer sustainability advisory committee

[Town Name], Idaho
[Phone Number]
[Email Address]

<https://www.boisestate.edu/epi/upcomingevents/>