



SUSTAINABILITY COMMITTEE MEETING AGENDA

October 27, 2026 at 2:30 PM

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

Call to Order

Roll Call

New Business

1. Election of Board Chair – **action item**
2. Election of Board Vice Chair – **action item**

General Announcements/Comments

Meeting Minutes Approval

3. Approval of the Minutes from the Committee's September 22, 2026 Meeting - **action item**

Old/Unfinished Business

4. Report - Review of Handbook by Rachel McKinley
5. Discussion - Student Pilot Projects by Rachel McKinley - **action item**
6. Discussion - Local Governments for Sustainability (ICLEI) membership by Rachel McKinley – **action item**
7. Report - Mountain 2030 by Pam Duquette

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 22, 2026 at 2:30 PM

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

Call to Order

Presiding Interim Chair Mary Wilkosz called the meeting of the Sandpoint Sustainability Committee to order at 2:30pm on Tuesday, September 22, 2026, in Council Chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mary Wilkosz, Presiding Interim Chair
Nicholas Belfry
Diana Duke

ABSENT

Makayla Sundquist
John Monks

Also present were City Council liaison Pam Duquette, staff liaison Rachel McKinley, and board clerk Mandy Brown.

General Announcements/Comments

Staff liaison McKinley provided a brief overview of committee member recruitment and encouraged members to share the committee application with interested candidates. The Committee currently continues to work toward filling additional membership positions.

New Business

1. Election of Board Chair – action item

The election of Board Chair was discussed. Due to the limited number of committee members present, the Committee determined that the election should be postponed until additional members are present.

Motion made by Mary Wilkosz, Seconded by Diana Duke.

Voting Yea: Committee Member Duke, Committee Member Belfry, and Committee Member Wilkosz.

2. Election of Board Vice Chair – action item

The election of Board Vice Chair was discussed. Due to the limited number of committee members present, the Committee determined that the election should be postponed until additional members are present.

Motion made by Mary Wilkosz, Seconded by Diana Duke.

Voting Yea: Committee Member Duke, Committee Member Belfry, and Committee Member Wilkosz.

Meeting Minutes Approval

3. Approval of the Minutes from the Committee's July 28, 2026, Meeting

The minutes from the Committee's July 28, 2026, meeting were approved as presented.

Motion made by Nicholas Belfry, Seconded by Diana Duke.

Voting Yea: Committee Member Duke, Committee Member Belfry, and Committee Member Wilkosz.

Old/Unfinished Business

4. Review of Committee Duties, Strategic Plan, 2026 Goals & Tasks, and FY 2027 Budget

Staff Liaison Rachel McKinley reviewed the Sustainability Committee's purpose, duties, previous work, 2026 goals, current projects, and FY 2027 budget. The Committee was established in 2013, with the governing code amended in 2024. The Committee's role is to serve in an advisory capacity to the Mayor and City Council and to make recommendations that support responsible government, good stewardship, resilience, and social and economic health. Staff reviewed the Committee's previous work toward developing a Sustainability Plan, including the questions matrix, thematic categories, chapter worksheets, communication plan, sustainability checklist matrix, and research into sustainability programs used by other communities.

The Committee's 2026 goals were reviewed, including: Collecting baseline and benchmark data for a Sustainability Plan, partnering with university programs to assist with baseline data collection, developing a protocol for implementing the Committee's duties related to reviewing projects and initiatives for environmental impacts and sustainability benefits. Providing recommendations for sustainability education and training for City staff. The Committee discussed ongoing efforts related to energy audits, climate risk assessment opportunities, university partnerships, the sustainability checklist, branch pickup, solar street lighting, downtown revitalization, dark skies, the City's pesticide and herbicide policy, and other sustainability-related initiatives.

Staff noted that the City's strategic plan will help guide the Committee's future priorities and allow the Committee to focus its efforts on strategic sustainability objectives. Staff also reviewed the FY 2027 budget. The Committee has been approved for \$1,800 for annual ICLEI membership and \$1,000 for education and travel expenses for students and/or committee members.

5. Report - Student Pilot Projects by Rachel McKinley

Staff provided an update on efforts to establish partnerships with universities for student sustainability projects. The Committee has contacted several universities regarding potential partnerships. Staff reported that work is continuing with Boise State University on a student pilot project involving an energy audit and greenhouse gas inventory. The project is expected to include data collection, identification of data gaps, a report, and a presentation to the Committee. The Committee discussed the role of a committee liaison for university partnerships. The liaison would help maintain communication with participating universities, bring potential projects back to the Committee for consideration, and help coordinate student presentations. The Committee expressed interest in continuing to pursue university partnerships and

discussed the potential value of developing a consistent process for future student projects. Staff will continue to work on the memorandum of understanding/contract with Boise State University and provide additional information to the Committee.

6. Discussion - Local Governments for Sustainability (ICLEI) membership by Rachel McKinley – action item

Staff reviewed the City's approved FY 2027 funding for membership in ICLEI – Local Governments for Sustainability. The membership will provide access to sustainability planning resources, professional assistance, and a toolkit intended to assist local governments in developing sustainability plans. The Committee discussed having a committee member serve as the primary point of contact for the membership and assist staff with utilizing the available resources and toolkit.

Motion made by Nicholas Belfry, Seconded by Diana Duke.

Voting Yea: Committee Member Duke, Committee Member Belfry, and Committee Member Wilkosz.

7. Discussion Mountain 2030 by Pam Duquette

Pam Duquette provided information regarding the Mountain 2030 climate summit in Sun Valley scheduled for October 12–14, 2026. The event will bring together leaders working on climate action in mountain resorts and rural communities. The Committee discussed the value of attending the event to learn from other communities, make regional connections, and gather information that could assist with the City's Sustainability Plan. A committee member expressed interest in attending. Staff confirmed that the Committee's FY 2027 education/travel funds could be used for eligible travel expenses. The Committee discussed coordinating attendance, registration, lodging, and transportation. Members attending the event will provide a report back to the Committee at a future meeting.

Committee Roundtable

The Committee discussed the City's data center policy and whether the Sustainability Committee should have an opportunity to review sustainability-related policies and projects earlier in the decision-making process. Staff explained the Committee's advisory role and discussed the importance of having established procedures and a Sustainability Plan to help identify when sustainability-related matters should be brought before the Committee. The Committee also discussed the RV park/city beach project and recent cost increases affecting that project. Members discussed continuing to gather information regarding potential solar lighting and bring an update back to the Committee. The Committee discussed the importance of recruiting additional members. Members were encouraged to identify and refer individuals interested to the City's committee application process. The Committee also discussed the possibility of engaging local high school students or educators in future committee participation or sustainability-related projects.

Adjourn

With no further business on the agenda, the meeting was adjourned at 4:02 pm.

The foregoing minutes, prepared by the Board Clerk, were approved by the Committee during their meeting on _____, 2026.

Mary Wilkosz, Presiding Interim Chair

Attest: Mandy Brown, Board Clerk