



SUSTAINABILITY COMMITTEE MEETING MINUTES

May 26, 2026 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 2:32pm on Tuesday, May 26, 2026, in Council Chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Christine Moon, Chair
Deborah Dickerson, Vice Chair
Diana Duke
Makayla Sundquist
Mary Wilkosz
John Monks

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

General Announcements/Comments

Meeting Minutes Approval

1. Approval of the Minutes from the Committee's March 24, 2026, Meeting

The minutes from the Committee's March 24, 2026, meeting were approved as presented.

Motion made by Mary Wilkosz, Seconded by Diana Duke.

Voting Yea: Chair Moon, Committee Member Duke, Committee Member Sundquist, Committee Member Wilkosz, Committee Member Monks, and Committee Member Dickerson.

Old/Unfinished Business

2. Report – Downtown Revitalization Phase 3 by Diana Duke

Committee Member Duke provided a brief update on the Downtown Revitalization Phase 3 project. Duke was uncertain of any additional public engagement meetings dates or another open house. Staff liaison McKinley provided insight on the current outreach of comment collection cards. The committee discussion focused on the lack of trees along First Ave between Church St and Pine St. Committee members acknowledged the benefits of the trees but also acknowledged maintenance and utility costs.

3. Report – Student Pilot Projects by Rachel McKinley

Staff liaison Rachel McKinley provided an update on the Student Pilot Project. McKinley noted that the project is temporarily paused over the summer. The city is working thorough agreements and coordination with university partners. As university professors indicated that

late summer or early fall would be the best time to restart this project. The committee acknowledged the delays may impact their 2026 goals.

4. Report – Branch Pickup by Mary Wilkosz

Committee member Wilkosz updated the committee on progress regarding ways to make the branch pick up program more sustainable. Staff and committee members Wilkosz and Sundquist met to discuss ways to make the program more sustainable. They ended discussion on the possibility of purchasing a woodchipper and grapple bucket. The equipment could be used year-round for branch pickup, storm cleanup, and parks maintenance. Members discussed potential cost savings from producing mulch in-house rather than purchasing it. The committee plans to gather quotes and include funding requests in future budgets. Sustainability considerations, such as equipment sourcing and fuel type (electric vs. gas), were also discussed.

5. Report – Budget Items by Christine Moon

Committee chair Moon met with the mayor to discuss possible funding for an ICLEI membership and education funds for conferences and training. Moon shared that per her meeting the mayor expressed support for these requests but final approval rests with City Council. Members discussed monitoring upcoming budget workshops and advocating for the requested funding.

6. Discussion – Item “F” of the Sustainability Committee Duties by Christine Moon

Committee chair Moon led a discussion on how the committee can fulfill its duty of evaluating city projects for sustainability impacts. Members explored creating a formal review process and checklist and researching how other communities operate sustainability committees. Cities identified for comparison included Moscow, McCall, Whitefish, Nelson (BC), and Hanover, NH. Committee members volunteered to research various cities and develop standardized evaluation questions. There was interest in assigning members to lead evaluations in specific sustainability areas (water, energy, etc.).

New Business

7. Report – City Information by Rachel McKinley

Staff liaison McKinley emphasized the importance of using the Advisory Committee Handbook as guidance. Members discussed how newer committees are still defining their roles and processes. The city’s strategic planning process is ongoing and expected to provide clearer directions for committees in the future. Committee members acknowledged that government processes can move slowly but intentionally.

8. Report – Solar Street Lighting by Rachel McKinley

Staff liaison McKinley introduced an unsolicited proposal regarding solar street lighting. The committee discussed researching reliability and maintenance, performance in northern climates, potential energy savings, battery life and recyclability, and local vendors and supply chain issues. Members agreed that research should focus on experiences from other cities rather than relying solely on vendor information. A committee member volunteered to take the lead on researching solar lighting options and report back.

Committee Roundtable

The committee discussed upcoming term expirations and the need to recruit future members and officers. Vice Chair Deborah Dickerson announced that her term would end on June 30. The meeting concluded after general discussion and preparation for the June meeting.

Adjourn

With no further business on the agenda, the meeting was adjourned at 3:52 pm.

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

Christine Moon, Board Chair

Attest: Mandy Brown, Board Clerk