



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