



## URBAN FORESTRY COMMISSION MEETING MINUTES

December 03, 2024 at 10:00 AM

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

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### Call to Order

Following a welcome from Mayor Jeremy Grimm, the City's Urban Forester, Erik Bush, staff liaison to the Commission, called the meeting of the Sandpoint Urban Forestry Commission to order at 10:04 a.m. on Tuesday, December 3, 2024, in Council Chambers at City Hall, 1123 W. Lake Street, Sandpoint, Idaho.

### Roll Call

#### PRESENT

Mose Dunkel  
Chase Youngdahl  
Geoff Gregory  
Paige Belfry  
Preston Andrews

Also present were City Councilor Kyle Schreiber, who will serve as Council liaison to the Commission, City legal counsel Zachary Jones, Public Works Department Administrative Assistant Samantha Branscome, serving as clerk to the Commission, and City Clerk Melissa Ward.

The Commissioners each introduced themselves and provided information on their experience and background and reasons for wanting to participate as a member of the Commission.

Mr. Bush noted that the goal is to keep Commission meetings to no longer than 90 minutes.

**Meeting Minutes Approval** – none

**Old/Unfinished Business** – none

### New Business

#### 3. Orientation and Training

Mr. Jones provided training and an overview of the State of Idaho Open Meetings, Public Records, and Ethics in Government laws, and Ms. Ward reviewed the Sandpoint Citizen Advisory Board Handbook. Mr. Bush reviewed the list of the Commission's duties, as reflected in Sandpoint City Code, as well as a categorized overview he had prepared that provides additional information and expands upon the Commission's role, duties and activities.

Commission members were encouraged to obtain and provide City staff with an email address to be used exclusively for commission/city related business.

#### 4. Election of Board Chair

Nomination and election of Commissioner Dunkel to serve as Board Chair. No additional nominations.

Motion made by Youngdahl, Seconded by Andrews.

Voting Yea: Dunkel, Youngdahl, Gregory, Belfry, Andrews

#### 5. Election of Board Vice Chair

Commissioner Andrews declined a nomination to serve as Vice Chair.

Nomination and election of Commissioner Youngdahl to serve as Board Vice Chair. No additional nominations.

Motion made by Dunkel, Seconded by Gregory.

Voting Yea: Dunkel, Youngdahl, Gregory, Belfry, Andrews

6. Selection of Regular Meeting Day / Time

Following discussion, the Board selected the fourth Thursday of the month at 3:00 p.m. as their regular meeting day/time.

Motion made by Dunkel, Seconded by Belfry.

Voting Yea: Dunkel, Youngdahl, Gregory, Belfry, Andrews

The next meeting is scheduled for Thursday, January 23, 2025, at 3:00 p.m. in Council Chambers at City Hall.

**Board Roundtable**

7. The Commissioners touched on a number of forestry/tree related topics during their roundtable discussion, with Mr. Bush fielding questions of a general nature. Information only; no Commission action.

**Adjourn**

With no further business before the Commission, the meeting adjourned at 11:31 a.m.

I presided over this meeting and confirm that these minutes, prepared by Board clerk, were approved by the Sandpoint Urban Forestry Commission on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Erik Bush, City Urban Forester

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Attest: Samantha Branscome, Board Clerk