

Lewiston Urban Forestry and Cemetery Commission

MINUTES

September 4, 2024 – 4:00PM

LEWISTON COMMUNITY CENTER

1424 Main Street, Lewiston

1. **CALL TO ORDER**

Roll Call

Commission Members Present: Maxine Miller, Elizabeth Goetzinger, Brian Hensley & Shirley Philips

Council Liaison Present: Jessica Klein (through Google Meets)

Staff in Attendance: Tim Barker, Parks and Recreation Director & Carol Maurer, Public Information Officer

The meeting was called to order at 4:00PM

2. **CITIZEN COMMENTS**

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff.

Comments may be made: (1) in-person, (2) by emailing the Parks and Recreation Director at tbarker@cityoflewiston.org or (3) by calling (208) 746-2313 x6102 and leaving a message.

Comments submitted by email or phone will be forwarded to the Parks and Recreation Commission. If you would like your comment to be read aloud during the meeting, please so indicate in your message. Members of the public who wish to provide in person comment, but who are unable to secure a seat in the designated meeting space and/or overflow room(s) due to occupancy or gathering limits, will be rotated in and out of the designated meeting space in order to provide comment.

There were no citizen comments at the meeting.

3. **CONSENT AGENDA**

A. Approval of Minutes from July 24, 2024 (Action Item)

A motion to approve the minutes was made by Commissioner Miller which was seconded by Commissioner Hensley. All were in favor of approving the minutes as presented.

4. **REPORTS** **Presentations, Communications and Correspondence**

A. July Parks and Recreation Department Monthly Report

There were no comments on the monthly reports from the commission members.

5. **NEW BUSINESS**

A. Living Lewiston Magazine

- a. Discussion with the City's PIO regarding inclusion of Urban Forestry related topics in the magazine

PIO Carol Maurer spoke to the commission about the magazine and how educational materials that the commission wants to see made available to the public can be incorporated into the magazine. The Commission would like to see each quarter, a tip or advice for the public to read related to tree care. Maurer discussed the opportunity for the commission to have input on the size and design of the space and the cost to include it would come from the P&R Department Budget. There are between 5,000-7,000 copies that are distributed to the community every quarter in August, November, February, and May. Maurer will plan to follow up with the group and provide a more detailed listing of the due dates and cost to add information into the magazine.

B. Cemetery Southside Undeveloped Property Discussion

- a. Discussion on City Council Direction provided at their August 5th Work Session

The Commission discussed the direction that was agreed upon by the City Council at their meeting to incorporate public input into their Master Plan update and specifically, input related to what should be done with the undeveloped 6+ acres on the south side of the cemetery. The Commission talked about creating a survey that would go out to the public to gather feedback as well as promote an upcoming meeting, an opportunity for citizens to attend a meeting and provide additional input. Director Barker and PIO Maurer will create a draft of the survey based on feedback from the commission that will show 3 separate options for people to select. The goal would be for the survey to be included in the September utility billing and the survey information will need to be finalized by September 9th to be in the September 25th bill and an online presence will begin on the same date. The deadline for the survey will be October 17th and the public meeting scheduled for the October 23rd Commission meeting.

6. **OLD BUSINESS**

A. Fiscal Year 2025 Budget

- a. Director will recap decisions that were made during the 2025 budget hearings related to the cemetery and urban forestry.

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B. Normal Hill Cemetery Master Plan Update

- a. Director and Chair to provide an update on the review process and seek input from members on upcoming public feedback needs.
This item was discussed in an earlier agenda items so no further discussion occurred.

C. Current and Upcoming Development Review

- a. Development Review Committee items from the past month related to city code and forestry
There were no comments from the commission related to this item. The commission was asked to contact the Director if they had any further questions.

7. **COMMISSION MEMBER COMMENTS**

The commission discussed in general conversation, the farmer's market that took place this year. No other comments related to the meeting or focus areas were brought up.

8. **CITY COUNCIL LIAISON COMMENTS**

The City Council liaison did not have any additional comments to provide.

9. **UPCOMING MEETINGS**

- A. UFCC September 25th, 2024 @4PM at the Lewiston Community Center
B. City Council Work Session November 4th, 2024
i. Normal Hill Cemetery Master Plan Update

10. **FUTURE AGENDA TOPIC**

- A. Urban Forester/Arborist Role
B. Damaged Headstone Project
C. Tree Selection Guide
D. Urban Forestry Management Plan Review
E. UFCC Presence at Community Events to Promote Urban Forestry

The commission wanted to add to a future agenda discussions on an outline for articles to be in the Living Lewiston Magazine as well as a discussion related to the Urban Forestry Budget.

11. **ADJOURNMENT**

A motion to adjourn was made by Commissioner Hensley and seconded by Commissioner Miller. The meeting was adjourned at 5:14PM.