

Lewiston Urban Forestry and Cemetery Commission Minutes

May 1, 2024 – 4:00PM

**LEWISTON COMMUNITY CENTER
1424 Main Street, Lewiston**

1. **CALL TO ORDER**

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

City Council Liaison Absent: Jessica Klein

Staff in Attendance: Tim Barker, Parks and Recreation Director

The meeting was called to order by Chair Philips at 4:02PM

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 March 27, 2024 (Action Item)

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

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

A. March Parks and Recreation Department Monthly Report

There were no commissioner comments related to the monthly report.

B. Damaged Sequoia Trees at 5th and Bryden Report

Director Barker shared a report that was created by Ken Dola in response to a concern with the longstanding sequoia trees on the west side of the city's property at 5th and Bryden. The report outlines that there is no long-term concern with the damage that was caused by the low temperatures this past winter, however, the southern exposed trees did receive damage from that cold spell and they are recovering.

5. **NEW BUSINESS**

A. Fiscal Year 2025 Fee Recommendations (Action Item)

A motion to approve the fee change recommendations at the cemetery as presented, was made by Commissioner Hensley which was seconded by Commissioner Goetzinger. All were in favor of approving the fee recommendations as presented. The fees will be shared with the City Council at an upcoming meeting and then will go to a public hearing and discussion at a City Council meeting in June or July.

Commissioner Hensley made a motion to accept the proposed recommendations for the cemetery for fiscal year 2025 which would go into effect on October 1, 2024 and to additionally develop fees that would be implemented when the columbarium and scattering garden areas are constructed. Commissioner Goetzinger seconded the motion. All were in favor of the motion.

B. Commission Applications Received

There have been two applications submitted to the city this past month and Commission Chair Philips, City Council Liaison Klein and Director Barker will meet with and interview the two candidates. There is one current opening on the commission and the panel will forward their recommendation to the Mayor to propose an appointment to the council.

6. **OLD BUSINESS**

A. Scattering Garden and Columbarium Continued Discussion

Director Barker brought information to the commission related to an additional option that would incorporate both a columbarium and a place for bags of ashes in lieu of creating a garden area. The ossuary concept allows for both of those to be present. The niches for the columbarium would look the same as they would normally, but instead of a scattering garden, the interior of the columbarium would act as a location that bags of ashes could be placed and then the family member could be recognized still on the exterior along the center of the columbarium.

B. Arbor Day Celebration Saturday, April 27th at 1PM (south shelter by pond)

- a. Location at Modie Park and combined event with the Modie Park Conservancy and Lewis Clark State College

Commissioner Miller was able to attend the event and stated that she read the Arbor Day Proclamation during the recognition. The proclamation was also read earlier in the week at the City Council meeting by the Mayor. The Randall family was in attendance and were very humble about the donation that they made to the Conservancy of the additional 21 acres that will be incorporated into the park in the future.

C. Current and Upcoming Development Review

a. Development Review Committee Items from the past month
Director Barker mentioned to the commission that the meeting agendas and project information was available within their packet. There was nothing specific to note related to commercial landscaping.

7. **COMMISSION MEMBER COMMENTS**

Commissioner Miller made a request for educational information to be created on behalf of the commission to grow and maintain our urban forest as well as incorporating tree tips through various media sources. Commissioner Philips requested that we begin to include this information into the City's magazine, Living Lewiston.

8. **CITY COUNCIL LIAISON COMMENTS**

The liaison was not in attendance at the meeting

9. **UPCOMING MEETINGS**

B. UFCC May 22, 2024 @4PM at the Normal Hill Cemetery for the annual walkthrough
The commission decided to meet at 2PM on the 22nd and have requested that Chad and Corky be in attendance if available. The commission also requested to cover the following areas while onsite: older and damaged headstones, ossuary update, cemetery condition, recent projects, as well as making sure that we take a walk by the Bill Malcom tree.

10. **FUTURE AGENDA TOPIC**

A. Normal Hill Cemetery Master Plan Update
B. Tree Selection Guide
C. Urban Forestry Management Plan Review
D. UFCC Presence at Community Events to Promote Urban Forestry

11. **ADJOURNMENT**

There was a motion to adjourn the meeting by Commissioner Miller and seconded by Commissioner Hensley. The meeting was adjourned at 5:35PM.