

Lewiston Urban Forestry and Cemetery Commission

May 22, 2024 – 2:00PM

NORMAL HILL CEMETERY 1122 7th Street, Lewiston

1. CALL TO ORDER

Roll Call

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 2:00PM

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 May 1, 2024 (Action Item)

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

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

A. April Parks and Recreation Department Monthly Report

There were no commission member comments

B. Fiscal Year 2025 Capital Requests

Director Barker noted that on Monday at the City Council Budget Work Session that he presented a request for \$100,000 towards the purchase of cremation options, grading and getting the area outside of the mausoleum prepared for future development. The \$100,000 request would be above and beyond what has been earmarked to date from previous requests to the council. The Mayor and Finance Director will decide if the funding will be built into the budget or be an additional item for the council to consider as part of the budget hearing process in August.

5. **OLD BUSINESS**

- A. Current and Upcoming Development Review
 - a. Development Review Committee Items from the past month

6. **NEW BUSINESS**

- A. Annual Walking Tour of the Cemetery
 - a. Ossuary location and discussion
 - b. Damaged headstones and discussion on ideas to raise funds
 - c. Bill Malcom tree
 - d. General cemetery maintenance

Following discussion of old business, the commission ended the business portion of the meeting to take their site tour and to discuss the above listed items as they walked around the site.

7. **COMMISSION MEMBER COMMENTS**

Commissioner Philips provided comments related to the headstone restoration project and the need to move forward with the creation of a program. The topic will continue to be included within the agendas moving forward until the group is able to solidify a plan to raise funds for necessary repairs.

8. **CITY COUNCIL LIAISON COMMENTS**

9. **UPCOMING MEETINGS**

- A. June 26, 2024 @ 4PM at the Lewiston Community Center

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 Goetzinger and seconded by Commissioner Miller The meeting was adjourned at 2:26PM prior to the site tour.