

Lewiston Urban Forestry and Cemetery Commission Minutes

July 24, 2024 – 4:00PM

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

1. **CALL TO ORDER**

Roll Call:

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

Commission Members Absent: Brian Hensley

Council Liaison Present: Jessica Klein

The meeting was called to order at 4:23PM once a quorum was reached

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 22, 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. May and June Parks and Recreation Department Monthly Reports

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

5. **NEW BUSINESS**

A. Cemetery Southside Undeveloped Property Discussion

The commission members present discussed the upcoming City Council Work Session that will include a discussion and recommendation from the council to surplus a certain portion of the cemetery property that is located on the south end of the property with the funds to go back into the Perpetual Care Fund for the site. The commission discussed that the option provided does not allow the commission and staff to utilize the funds to further develop the site but restricts the amount of funds that could be withdrawn from the account annually to further develop or maintain the site. The consensus from the commission would be to request to the council, time for them to complete the Normal Hill Master Plan revision, receive current feedback from the public related to the use of the site and to seek out alternative funding mechanisms to assist with future development needs which could also preserve the land for long-term cemetery development as it was originally intended.

B. City Arborist Position

Director Barker made the commission aware that Ted Wicks has decided to retire from his part-time position with the city as our Arborist. Ted has done an amazing job over the past year addressing pruning and removal needs within city properties and saved the tax payers tens of thousands of dollars. At this time, the department does not have a set plan on how they will move forward with finding a replacement but it will be discussed at an upcoming meeting.

C. Idaho Department of Lands Assistance

Director Barker reported that Matt Perkins has also been working with the Modie Park Conservancy on ideas for funding and development of the Randall Reserve. He noted that Matt has been more and more active locally so we should start to reach out to him on documents and support that he can provide to check items off of our list of Future Agenda Topics. Barker noted that we are still needing to update the Tree Selection Guide and the Urban Forestry Management Plan. The city will not have staff that are dedicated to these areas anytime in the near future so it will be important to have Matt's assistance so we can accomplish these tasks and have them utilized.

6. **OLD BUSINESS**

A. Commission Applications

Director Barker noted that we still have 2 applications and interviews that need to be scheduled for the vacant position on the commission. He will speak with Chair Philips and Council Liaison Klein about dates after the meeting, since both were in attendance.

B. Damaged Headstone Project

There was no update to this project. The group is still looking for a way to find funding and to create a fund to begin to refurbish damaged headstones that are not able to be fixed by family members. Director Barker met with a company that could support a fundraising location for donors to give and an organization to create campaigns.

C. Current and Upcoming Development Review

a. Development Review Committee Items from the past month

The commission discussed the items that were in the packet and presented to the development review committee over the past month related to parking lot

landscape requirements. Director Barker also provided to the commission an update on the Community Center Transit Stop project that started this month. Landscaping was part of the design but inadvertently missed in the bidding documents. It will be getting added back in to the construction agreement as a change order and a minimal to no cost increase as other areas of the project will be reduced.

7. **COMMISSION MEMBER COMMENTS**

There were no additional commissioner comments

8. **CITY COUNCIL LIAISON COMMENTS**

There were no liaison comments

9. **UPCOMING MEETINGS**

- A. City Council Work Session August 5, 2024 @3PM at the Bell Building
- B. City Council Budget Hearings August 12, 19, 26 @6PM at the Lewiston Library
- C. UFCC August 28, 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
 - E. Urban Forestry related items to be in the Living Lewiston magazine
- Director Barker will bring the annual calendar back to the next meeting

11. **ADJOURNMENT**

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