

CITY OF LEWISTON
URBAN FORESTREY AND CEMETERY COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY SEPTEMBER 25, 2024

I. CALL TO ORDER:

PRESENT: Chair Shirley Phillips, Commissioner Elizabeth Goetzinger, Commissioner Brian Hensley. Also in attendance was Parks and Recreation Director Tim Barker, Community Development Director / Operations Supervisor Shannon Grow, and Council Liaison Jessica Klein. Maxine Miller joined the meeting at 4:05pm.

ABSENT:

The meeting was called to order at 4:01pm.

II. 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.

Lewiston, Idaho residents Sean Marcellas and Laurely Rogers attended the meeting.

III. CONSENT AGENDA

A. Approval of Minutes from September 4, 2024 (Action Item)

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

IV. REPORTS PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE

A. August Parks and Recreation Department Monthly report

No discussion

V. NEW BUSINESS

A. Cemetery Southside Undeveloped Property Update

- i. Discussion on upcoming public input from survey and follow up commission meeting to allow additional feedback.
- ii. UFCC discussed the survey sent out to the community regarding the future and development of Normal Hill Cemetery and were provided a copy of the survey that was distributed. Survey will close on October 17th, results will be discussed October 23rd, prior to the November 5th City Council Meeting. Council discussed moving their meeting to October 30th at 4pm.

B. Interim Plan for Department Leadership

- i. Director will discuss the city's plan to fill his position on a temporary basis following his last day with the City on October 4, 2024.
 - ii. Director Barker led off discussion regarding his resignation from the position. Operations Supervisor Grow sat in on the meeting as she and Barker continue to develop understanding on the department. UFCC questioned who will take over the Liaison role over the commission, the tentative liaison will be Shannon Grow.
- C. Urban Forestry Budget
 - i. Discussion regarding the Fiscal Year 2025 Urban Forestry budget and cuts that were made during the final approval process.
 - ii. UFCC discussed the budget approved by City Council and the changes that made to their plan. The Commissions discussion included how the allotted budget does not allow room for the Arborist role, and the budget will primarily focus on the removal and planting of trees. Pruning projects will primarily be done in-house. Commissioner Miller voiced her concern with the budget cut in relation to the Tree City USA Program. The budget as it stands poses a danger of losing the program. Miller feels this would be a step backwards against the City's best interest to lose the 35 Year Long Status as city recognized by Tree City USA. UFCC finished discussion by brainstorming ideas on how to vocalize the importance of Urban Forestry for the next budget cycle.

VI. OLD BUSINESS

- A. Normal Hill Cemetery Master Plan Update
 - i. Director and Chair have been meeting bi-weekly working on the cemetery masterplan and the survey sent out to the community. Discussion has been focused on the loss and/or gain of the selling vs. potential of the land. Money was allotted to council for the development of the mausoleum garden allowing the plan excavation of the current land instillation of one columbarium. UFCC discussed moving on the project soon.
- B. Current and Upcoming Development Reviews
 - i. UFCC reviewed the Development Review Committee items from the past month related to city code and forestry.

VII. COMMISSION MEMBER COMMENTS

- A. Chair Phillips issued a personal thank you to Director Barker for his haste in replacing her Legacy Tree planted in the Cemetery.
- B. Commissioner Goetzinger questioned the supervision of the cemetery and who to call when noticing maintenance issues within the cemetery. (Sprinkler Flooding in Southwest Corner).
- C. Commissioner Miller voiced her concerns with the Rosauers parking lot not being up to code – Liaison Klein mentions seeing new trees planted within the parking lot.
- D. UFCC expressed their gratitude towards Director Barker for his continuous guidance to the commission. Commissioner Miller proposed planting a Legacy Tree in Community Park in his honor.

VIII. CITY COUNCIL LIASION COMMENTS

No city council liaison comments.

IX. UPCOMING MEETINGS

- A. UFCC October 30th, 2024 @4pm at the Lewiston Community Center – Steelhead Room
- B. City Council Work Session November 4th, 2024
 - i. Normal Hill Cemetery Master Plan Update

X. FUTURE AGENDA TOPICS

- 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

X. ADJOURNMENT

There being no further business Commissioner Goetzinger made the motion to adjourn the meeting. Commissioner Miller seconded, all approved. Meeting was adjourned at 5:12PM.

Damian Glenn

Recording Secretary

September 25, 2024

Date