

Lewiston Urban Forestry and Cemetery Commission

Minutes

October 30, 2024 – 4:00PM

LEWISTON COMMUNITY CENTER
1424 Main Street, Lewiston

1. CALL TO ORDER

Roll Call - Maxine Miller, Shirley Phillips, Elizabeth Goetzinger, P. Carol Maurer, Shannon Grow, Council women Jessica Klein. Called to order at 4:00pm. Mayor Daniel Johnson joined the meeting at 5:01pm.

Absent: Brian Hensley

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.

3. CONSENT AGENDA

A. Approval of Minutes from September 25, 2024 (Action Item)

B. Approval of Minutes from October 9, 2024 (Action Item)

Minutes were approved for both meeting minutes, 2-0. 1st: Maxine, 2nd: Elizabeth

No further discussion.

4. REPORTS Presentations, Communications and Correspondence A.

September Parks and Recreation Department Monthly Report

- a. The commission reviewed the September Parks and Recreation Department Monthly Report, there was no further discussion on the matter.

5. NEW BUSINESS

A. Cemetery Southside Undeveloped Property Update (Action Item)

- a. Carol Maurer provided a printed report summarizing survey results regarding the future use of undeveloped land at the Normal Hill Cemetery. A total of 796 responses were collected, the results of the cemetery showed: 374 (47%) of survey takers voted in favor of *not sell the land*, 313 (39%) of survey votes voted in favor of *selling a portion of the undeveloped land*, and 66 (14%) of survey voters voting to *do nothing* with the undeveloped land. The commission reviewed and discussed the survey's results, with Shannon Grow and Shirley Phillips highlighting the commission's preference to retain, rather than sell, the land. However, if a sale were to proceed, they emphasized the funds should support cemetery operations, not perpetual care. Commissioner Maxine Miller raises the issue that the cemetery, unlike other city services, is expected to be financially self-sustaining. She expressed concern that decisions on the land's future were being rushed and stressed the need for more time due to the sensitive nature of the issue. Commission Chair Shirley Phillips agreed. Council Liaison Klein urged the commission to present actionable data and financial projections, noting the council's expectation for decisive progress. Director Grow advised the commission to avoid delaying council decisions but to provide a comprehensive presentation, including the cemetery's history, financial data (current and projected), and the commission's longstanding dedication. The commission discussed the idea to draft a memo for council, presented by Chair Phillips, recommending against the selling of the undeveloped land. The commission also proposed creating a five-year plan for the cemetery to be presented to council during budget cycles, allowing adjustments as needed. The Urban Forestry and Cemetery Commission formally adopted the position to develop the entire undeveloped land without selling any property, the motion was forwarded by Commissioner Miller and seconded by Commissioner Goetzinger. The motion passed unanimously.

B. Vacant Commission Position

- a. Discussion on recruitment of a new member to fill the open role on the commission
 - i. The commission discussed putting out another message of the vacancy on the commission, in hopes that the survey has increased interest in joining the commission.

6. OLD BUSINESS

A. Normal Hill Cemetery Master Plan Update

- a. Reviews of the Master Plan have been ongoing, with discussions focusing on breaking down the different phases of the master plan to start developing dollar amount figures.

B. Current and Upcoming Development Review

- a. The Commission was provided the agendas of the Development Review Committee from their meetings on September 25th, October 2nd, and October 16th. Shannon Grow provided an update on the development of the Hobby Lobby that will be located in the Lewiston Center Mall, and the Eastgate Apartments

being developed near the Schweitzer Engineer Building.

C. Living Lewiston Quarterly Magazine

- a. The Commission would like to be included in the magazine, looking quarterly at the seasons and providing articles and other information to be included in the magazine. Carol Maurer provided deadlines for the quarterly magazine, with deadlines being just ahead of the printing deadline. Upcoming deadlines include a November 8th deadline for the Winter Edition, to be distributed mid-November. The Commission would have until Early February to compile information for the first magazine distribution in 2025.

7. COMMISSION MEMBER COMMENTS

- A. On October 9, 2024 Shirley attended an online webinar; *Protecting Historic Cemeteries through Recordation, Regulation, and Community Outreach*. She provided her notes from the webinar, she noted that the webinar was specific to the preservation of cemeteries. Grants are available for the preserving cemeteries. The webinar also mentions methods of restoring headstones and the delicacy in preserving headstones over time.

8. CITY COUNCIL LIAISON COMMENTS

Jessica Klein will not physically be present during the upcoming November 4, 2024 Council Work Session Meeting

9. UPCOMING MEETINGS

- A. City Council Work Session November 4th, 2024
 - i. Normal Hill Cemetery Master Plan Update and Southside vacant land recommendation
- B. UFCC November 27, 2024 @4PM at the Lewiston Community Center
 - i. The commission discussed rescheduling this upcoming meeting, originally set for the day before Thanksgiving. Commissioner Miller made a motion to move the meeting to December 4th at 4pm, to encompass both the November and December monthly meetings. Commissioner Goetzinger seconded the motion. The motion passes 2-0.
 - ii. Shannon Grow provided a plan for the columbarium by Parks Maintenance Supervisor Corky Fazio. Shirley Phillips provided a visual of the *Eclipse Columbarium*, which was the columbarium the commission had previously recommended. The Eclipse model offers 156 niches with a capacity of 270 ash internments. The cost of purchasing one Eclipse Columbarium is approximately \$120,000, with a six-month delivery timeline. The Eclipse Columbarium is proposed to save \$20k-35k on initial purchase.

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

11. **ADJOURNMENT**

There being no further business Commissioner Goetzinger made the motion to adjourn the meeting. Commissioner Miller seconded, all approved. The meeting was adjourned at 6:00PM.