

Cemetery and Urban Forestry Commission

MINUTES

January 22nd, 2025 – 4:00PM

LEWISTON COMMUNITY CENTER
1424 Main Street, Lewiston

1. CALL TO ORDER

Roll Call

Present: Shirley Phillips, Elizabeth Goetzinger, Maxine Miller, and Brian Hensley.

Also in attendance was Damian Glenn, Parks and Recreation Administrative Assistant, Shannon Grow, Community Development Director, and Jessica Klein, City Council Liaison. Meeting was called to order at 4:00pm on January 22nd, 2025.

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 Recording Secretary dglenn@cityoflewiston.org or (3) by calling (208) 746-2313 x6101 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.

Janet Deviney, Lewiston Resident, sat in on the Cemetery and Urban Forestry Commission. She commented that in her previous places of residence, the Urban Forester had volunteer groups that helped support the forester.

3. CONSENT AGENDA

a. Approval of Minutes from October 30, 2024

b. Councilor Brian Hensley made a motion to approve the minutes. Councilor Miller seconded the motion. Motion carries unanimously.

4. REPORTS, PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

- a. October, November, and December Parks and Recreation Department Monthly Report

5. **NEW BUSINESS**

- a. Vacant Position and Expiring Commissions
 - i. Discussion on the recruitment of new members to fill the open role on the commission.
 - 1. Dennis Hastings – Janet Deviney
 - ii. Commissioners were given an update on their current commission terms
- b. Bylaw Changes
 - i. Article IV. B
 - 1. Elizabeth Goetzinger made a motion to amend Article IV, Section B of the Bylaws for meeting times to begin at 4pm on the Fourth Wednesday of each month at the Lewiston Community Center. Brian Hensley seconded the motion. Motion carried unanimously.
- c. Advisory Boards & Commissions Periodic Review
 - i. Within City Code it is required for Boards and Commissions to do a periodic review. Grow and Glenn will provide a draft of the review for the commission to review at the February Monthly Meeting, to then be finalized for the April City Council work session. An email will be distributed to each individual commission member to pull their feedback of the Commissions accomplishments.

6. **OLD BUSINESS**

- a. Normal Hill Cemetery Master Plan Update
 - i. Staff Liaison and Chair to provide an update on the review process
 - ii. The Columbarium must be designed by a structural engineer, with its design likely being completed in this fiscal year. This will allow for a clear budget and price point to be decided on the final project. Chair Phillips eagerly explains that she is happy to do her part in the contribution to the Master Plan, but is concerned over her lack of expertise to be able to contribute in a matter that is constructive.
- b. Current and Upcoming Development Review
 - i. Development Review Committee items from the past month related to city code and forestry
 - ii. The Commission reviewed the Development Review Committee items from the past three months for Commercial projects and their landscaping requirements.
- c. Living Lewiston Quarterly Magazine
 - i. Discuss the upcoming magazine and urban forestry topic ideas for an article

7. **COMMISSION MEMBER COMMENTS**

- a. Commissioner Miller voiced that she is concerned in the lack of transparency from upper administration in the recruitment of a new Parks and Recreation Director and an Urban Forester. Director Grow noted her conversations with Matthew Perkins, Urban Forester of the State of Idaho, where he noted that there are programs available not yet utilized by Lewiston.
- b. Commissioner Miller commented on the newly planted Evergreen Trees that have died due to deer rub. She noticed similar consistencies in Community Park. She voices concern on why we continue to plant trees while simultaneously not providing an environment where the trees are able to thrive.
- c. Commissioner Hensley noted that there is a small piece of property to the West of the Normal Hill Cemetery Office, that may provide as a small area to expand the cemetery. Keep the existing trees and landscaping and just place plots where they may appropriately fit.
- d. Commissioner Goetzinger recalled her meeting with the mayor. During this meeting, a letter was provided to Goetzinger where the Cemetery Commission had previously recommended the sale of the land. Chair Phillips noted that her understanding is the commission made that recommendation, but two separate survey results showed the public did not approve the sale of the undeveloped property.
- e. Potential Landscape Code Amendments

8. CITY COUNCIL LIAISON COMMENTS

- a. Councilor Klein provided the commission a previous distribution of a Tree Selection Guide and noted the Commission could use it for reference in their article in the Living Lewiston Magazine.

9. UPCOMING MEETINGS

- a. UFCC February 26th, 2025 @4pm at the Lewiston Community Center

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
- f. Creation of a 5 Year Budget Plan to modify and present to Council during Upcoming Budget seasons

11. ADJOURNMENT

Motion to adjourn was forwarded by Maxine Miller, seconded by Elizabeth Goetzinger. Motion passed unanimously. Meeting was adjourned at 5:54pm.