

CEMETERY AND URBAN FORESTRY COMMISSION

AGENDA

April 23rd, 2025

LEWISTON COMMUNITY CENTER – 4:00PM
1424 Main Street, Lewiston

I. **CALL TO ORDER**

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 Recording Secretary dglenn@cityoflewiston.org or (3) by calling (208) 746-2313 ext. 1 and leaving a message. Comments submitted by email or phone will be forwarded to the Cemetery and Urban Forestry Commission. If you would like your comment to be read aloud during the meeting, please so indicate in your message. Member of the public who wish to provide in person comment, but 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.

III. **CONSENT AGENDA**

- a. Approval of Minutes from March 21, 2025

IV. **REPORTS, PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE**

- a. March Parks and Recreation Department Monthly Report
- b. Social Media Spotlight - Arbor Day Celebration

V. **NEW BUSINESS**

- a. Discussion on the extension of FNWCU on Southway

VI. **OLD BUSINESS**

- a. Normal Hill Cemetery Master Plan Update

VII. **COMMISSION MEMBER COMMENTS**

VIII. **CITY COUNCIL LIAISON COMMENTS**

IX. **UPCOMING MEETINGS**

- a. Arbor Day Celebration & Tree Planting - April 25th, 2025
- b. Cemetery & Urban Forestry Commission – May 28th, 2025

X. **FUTURE AGENDA TOPIC**

- a. Tree Guide Update

XI. **ADJOURNMENT**

Cemetery and Urban Forestry Commission

MINUTES

MARCH 26th, 2025

LEWISTON COMMUNITY CENTER – 4:00PM

1424 Main Street, Lewiston

I. CALL TO ORDER

- a. Roll Call: Meeting was called to order at 4:04PM, in attendance were Commissioners Shirley Phillips, Maxine Miller, Elizabeth Goetzinger. Staff Liaison Damian Glenn and Mayor Daniel Johnson,
- b. Absent: Brian Hensley

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Councilor Kathy Schroeder, Lewiston, attended the meeting to speak to the commission about her home and trees that have been planted in the right of way of her home. She comments that the trees, due to their size and growth, have required her to have landscapers come in on a yearly basis to divert the growth from harming her property. Her ask for the commission is how she can move forward in the potential removal of the trees from the right of way, and what procedures are in place for these kinds of removals. The commission is in favor of accepting the request to remove the four Lyndon Street Trees, with a replacement plan to be later approved by a later authorized Forester or designated decision maker. Maxine Miller officially approved the motion, seconded by Shirley Phillips. Motion was approved 3-0.

III. CONSENT AGENDA

- a. Approval of Minutes from February 26th, 2025.
After reviewing the minutes from the February 26th, 2025 meeting minutes. Commissioners Miller and Goetzinger motioned and supported a motion to approve the minutes. The motion was approved unanimously.

IV. REPORTS, PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE

Cemetery and Urban Forestry Commission

- a. February Parks and Recreation Department Monthly Report
No additional comments.

V. **NEW BUSINESS**

- a. Parks and Recreation Director Update - Mayor Daniel Johnson announced to the commission that an offer was made to a Director, and a commitment was made by the candidate shortly before the meeting was called to order. Justin's start date tentatively stands at June 10th. Shirley noted that she was honored to sit on the hiring committee and was thrilled to hear the selected candidate. Maxine questioned his interest in the Normal Hill Cemetery and Urban Forestry, while it is not his background-he has many strong characteristics of a leader that will be a strong asset to the entirety of the City of Lewiston.
- b. Commission Chair and Vice Chair Elections -
The Cemetery and Urban Forestry Commission will continue their elections as stated by their bylaws. Shirley Phillips was elected unanimously as commission chair, motioned and supported by Commissioners Goetzinger and Miller. Vice chair elections will be held in the April meeting.
- c. Boards and Commissions Periodic Review -
In a motion forwarded by Commissioner Miller, and supported by Commissioner Goetzinger, the Cemetery and Urban Forestry Commission approved the finalized Boards and Commissions Periodic Review with their final suggested amendments. Motion carried unanimously.
- d. Social Media Outreach
Staff Liaison Glenn provided a few examples of a possible Social Media template that the commission can use to spread awareness of not only urban forestry tips, but of the commission itself. The commission will provide seasonal information that they would like to see posted.

VI. **OLD BUSINESS**

- a. Normal Hill Cemetery Master Plan Update - Mayor Johnson is formally taking over the Cemetery and Urban Forestry Commission and is a large proponent in reviewing the Normal Hill Cemetery Masterplan. Mayor Johnson vocalizes his concerns with the existing plan, but has pledged himself to the Normal Hill Cemetery to the updating of the Masterplan, and providing his expertise in the economics section of the master plan. The commission reviewed a Normal Hill Cemetery Master Plan that was provided to the City Council at a past meeting, and reviewed the different projects that had either been approved or unapproved for funding.

VII. **COMMISSION MEMBER COMMENTS**

- a. Maxine mentioned the reduction of the current Urban Forestry budget and noted her personal feelings how the lack of funding prohibits any work from being done. Mayor Johnson explained that the monies were not being allocated correctly, and the budget needs proper evaluation to correctly finance the needs.

VIII. **CITY COUNCIL LIAISON COMMENTS**

IX. **UPCOMING MEETINGS**

- a. Cemetery & Urban Forestry Commission – April 23rd, 2025

X. **FUTURE AGENDA TOPIC**

Cemetery and Urban Forestry Commission

- a. Proclamation for Arbor Day
- b. Tree Guide Update

XI. **ADJOURNMENT**

PARKS & RECREATION



MARCH 2025

MONTHLY REPORT

CEMETERY

- Assisted in planning 1 cremation burial
- Assisted in planning 2 full casket burials
- Performed 2 cremation burials
- Performed 3 monument stakings
- Sold 1 cremation grave space



PARKS

- Parks crew continued ball field maintenance and prep at all City Ball Fields.
- Planted trees for League of Women.
- The Parks and Recreation Department worked alongside the League of Women Voters to finish their planned site at Community Park. This included a kiosk, bench, plaque, and three trees planted on site.
- The new playground at Pioneer Park started to be constructed.
- The installation of the old Pioneer Park Playground began to be constructed at Rotary Peace Park.
- Mowing began at all city parks.
- Parks crew members began spraying in the public right of ways
- Planting of replacement and new legacy trees
- Starting spring trimming of rose garden
- Put more crum rubber down on all turf ball fields
- Starting cleaning of planters downtown
- Painted lines for all ball fields – this is done regularly
- Continued tree trimming
- Opened Airport & Big Clearwater Park

RECREATION

Youth Programming:

- Youth Soccer had its first two skill building clinics on March 1st and 8th. Games were cancelled on the 15th due to poor weather and were rescheduled to April 12th. The first and second games were held at 9am at Sunset Park, with a total of 51 participants in the program.
- The third session of the Sports Skills Camp started in March. Sports Skills Camp is a beginner baseball/softball clinic that offers three 45 minute sessions of simple skill building in sports.
- Youth Hocket concluded on March 8th, a total of 30 kids registered for the third sessions. This was the highest number of participants in a single session that the program has seen.
- Registration for Youth T-Ball opened on March 24th, a total of 30 kids signed up within the first day of registration- with a total of 64 registrations by March 31st.

Special Event Programming –

- Registration for the Mother Child Dance opened on March 24th, the theme for the dance this year is disco
- Seaport River Run continued registration through the month of March – the event will take place on April 26th, 2025
- Began sorting through Seaport River Run supplies and seeing what additional materials need ordered.

Adult Sport Programming-

- Registration for Men's/Women's Softball opened at the end of March, registration will remain open until Sunday, April 13th.
- Games Began for the 2025 Mushball Season. A total of 7 teams participated this year. Games were held on Sunday afternoons at P1FCU Field.
- Winter Co-ed volleyball continued through all of March. Games are played on Monday and Sunday night at Fenton Gym, Jenifer Middle School, and the Boys and Girls Club Schweitzer building.
- Spring maintenance on all ball field areas to prep for daily games, practices, or programs.



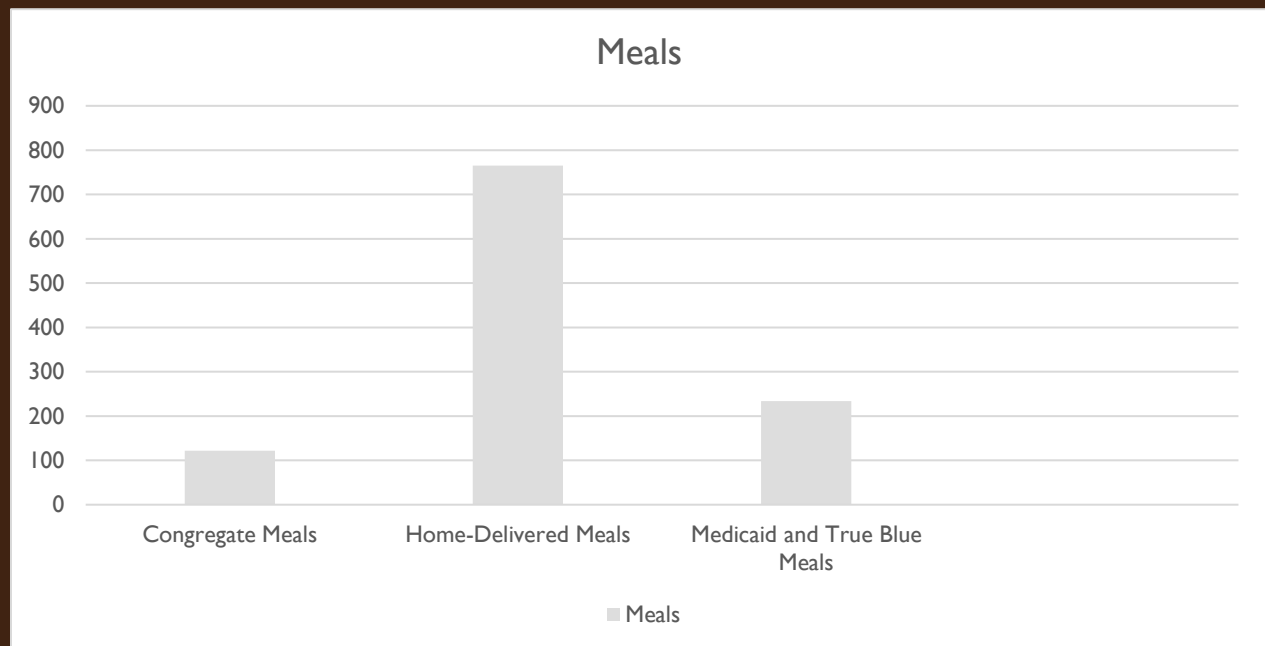
FACILITY MAINTENANCE

Projects:

- Roof leak repairs completed
- Generator phase I completed at LPD
- Library Lighting Project to replace lamps in basement 1st and part of seconds floors has started
- Trained custodians on floor scrubbing machines and refinished community center wood flooring in Steelhead/Salmon/Cutthroat Room
- Assisted with Transit new bus stop
- Completed wall repairs at Bell Building
- Started Springs tasks including bug treatments, moss treatments, and HVAC servicing and prep for Spring.
- Worked on Quotes for Fire Station Concrete Work, and Community Center Wall Repair
- Replaced HVAC unit on Normal Hill Cemetery
- Began working with contractor for Community Center replacement of Heating and cooling unit
- Completed work orders

SENIOR NUTRITION

- Congregate Meals served this month = 189
- Home-Delivered Meals served this month = 760
- Medicaid and True Blue Meals served this month = 171
- Volunteer hours = 144, Volunteers = 8



RESERVATIONS

- **Community Center Reservations:**

There was a total of one hundred and ten uses of the Community Center in the month of March. Approximately two thousand people visited the Community Center during the month of February. Eighty-seven of these reservations were customer meetings and or events in the Community Center with approximately three thousand eight hundred attendees. There were twenty-three internal weekday meetings and our events in the Community Center in February (ie. Senior Nutrition, Line Dancing, Karate etc.,). Approximately 200 participants attended these events. A total estimated attendance of the Community Center would be around 4000 attendees throughout the month.

- **Fenton Gym Reservations:**

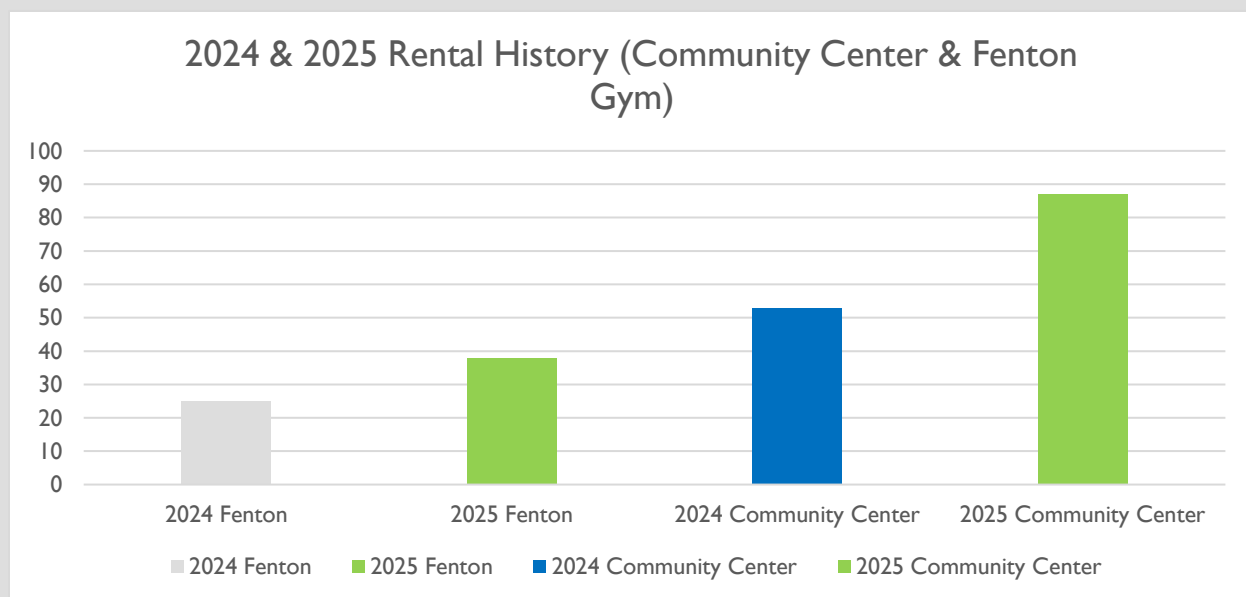
There was a total of 70 uses of Fenton Gym in the month of March. 38 of these reservations were paid rentals for birthday parties, or various sports practices. The remaining 32 uses of the gym reference the departments use of Fenton Gym for Adult Volleyball, and Jenifer Middle School having the gym reserved from 3pm to 5pm for Track Practice. Reservations alone brought in approximately six hundred and nineteen attendees, with adult volleyball and SRJ volleyball bringing in approximately another 30 per night- raising the approximate total of users at Fenton gym to be around seven hundred.

- **Ball Field Reservations:**

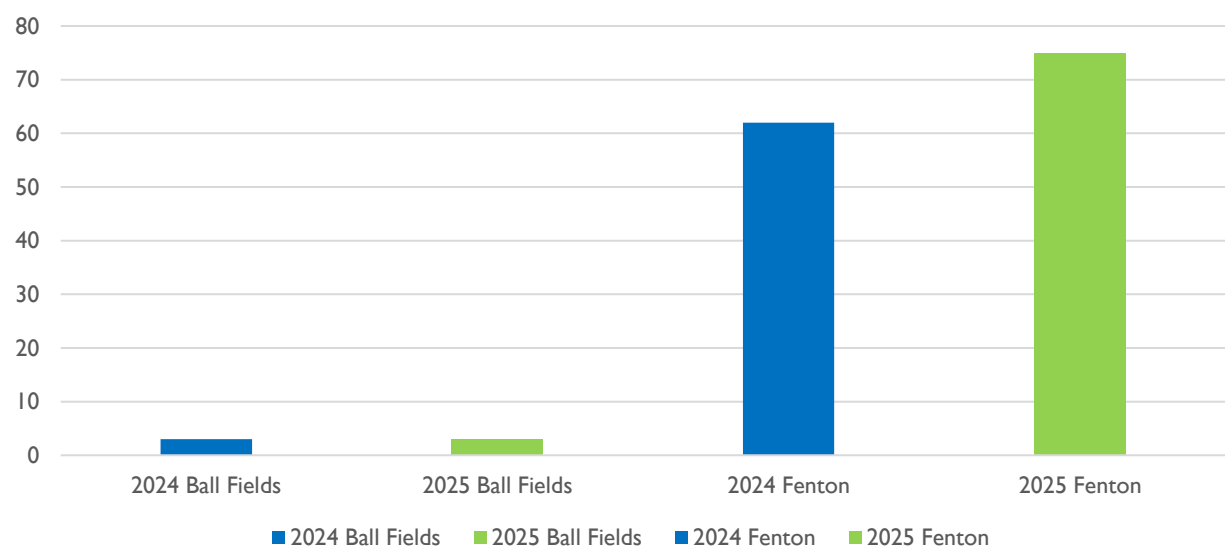
There was a total of 38 ball field rentals during the month of March. LHS Baseball and Softball also use Airport Park ball field 73 times during the month of March for practices and games.

- **Park Shelter Reservations:**

There was a total of 3 park shelter reservations in the month of March. Approximate attendees for park shelter reservations is around 110/



2024 & 2025 Rental History (Ball Fields & Park Shelters)





422 16TH AVE, 16TH AVE

504 16TH AVE

508 16TH AVE, 16TH AVE

NHS

424 17TH AVE

1619 5TH ST

508 SOUTHWAY DR

17TH AVE

654 SOUTHWAY AVE

C3

634 SOUTHWAY AVE UNITS 1-12

638 SOUTHWAY AVE UNITS 1-12

R4

537 17TH AVE UNITS 9-16

535 17TH AVE UNITS 9-16

R3

640 SOUTHWAY AVE UNITS 1-12

644 SOUTHWAY AVE UNITS 1-12

648 SOUTHWAY AVE UNITS 1-12