

# Cemetery and Urban Forestry Commission

## Minutes

February 26<sup>th</sup>, 2025

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

### I. CALL TO ORDER

- a. **Present: Shirley Phillips, Maxine Miller, Brian Hensley, Elizabeth Goetzinger. Also in attendance was Council Liaison Jessica Klein and Recreation Coordinator Damian Glenn. Meeting was called to order at 4:02PM..**

### 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](mailto: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.*

- a. The Cemetery and Urban Forestry Commission were presented an email sent to Staff Liaison Damian from the Urban Ecology & Sustainability Lab at the University of Columbia. The University was identified Lewiston as a potential analogue for Kelowna's future climate, and was interested in gaining access to our municipal tree inventory data. The University was provided the *Tree Selection Guide* but is seeking assistance on additional insights into species that are working especially well, or that they think should no longer be planted in Lewiston.
  - i. The Commission noted the current Tree Selection Guide may be misleading as it is currently reads. Lots of these trees are successful only with proper irrigation.
    - 1. Hackberry
    - 2. Cottonwoods (along the creek)
    - 3. Willows
  - ii. Phil Shinn will be a good contact.
- b. \*same person as last meeting\* mentioned the Volunteers in Pruning (around the 1:25:xx time stamp).

### III. CONSENT AGENDA

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- a. Approval of Minutes from January 22<sup>nd</sup>, 2025
  - i. Commissioner Hensley motioned to approve the January 22nd meetings minutes. The motion was forwarded by Commissioner Miller. Motion carried unanimously.

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

- a. January Parks and Recreation Department Monthly Report

## V. **NEW BUSINESS**

- a. City Code Amendments in Chapters 21, 26 and 37.
  - i. Commission Chair Phillips was invited to attend the Planning & Zoning Commission Meeting that was focusing on the Landscaping Chapters of City Code. Shirley provided the drafted amendments to the code by the Cemetery and Urban Forestry Commission
- b. Boards and Commissions Periodic Review

## VI. **OLD BUSINESS**

- a. Normal Hill Cemetery Master Plan Update - The Mayor, during his appointment interview with Shirley Phillips, suggested the commission schedule specific “workshop” meetings to start tackling the master plan by small sections at a time.
- b. Current and Upcoming Development Review
  - i. The Commission questioned how these development review agendas can be utilized “better” by them. Director Grow noted that the best way for the commission to be able to address these issues would be to have strong wording within City Code for the Planners to make decisions based on.
- c. Living Lewiston Quarterly Magazine
  - i. We were unable to acquire space in the Spring Living Lewiston Magazine. With conversations for the PIO, there are ways to be able to be in the magazine within the Urban Forestry budget but would likely at most be a half page at split cost with another department. Staff Liaison Damian Glenn tasked the commission to think about topics that could be discussed in the Summer Magazine, while also providing general guidelines of what information should be included in the magazine. Explore an avenue to do social media advertising through the Parks and Recreation Facebook.

## VII. **COMMISSION MEMBER COMMENTS**

- a. Shirley Phillips noted in the Commission Bylaws that election for the Commission Chair are due. The elections will be held in the regular March Meeting.
- b. Maxine Miller mentioned the need to fill the open vacancy on the commission. She referred back to the

## VIII. **CITY COUNCIL LIASISON COMMENTS**

## IX. **UPCOMING MEETINGS**

- a. Cemetery & Urban Forestry Commission – March 26<sup>th</sup>, 2025

## X. **FUTURE AGENDA TOPIC**

- a. Tree Guide Update

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- i. Invitation to Brian McKarcher and Shawn Wentworth as local landscaping experts

## XI. **ADJOURNMENT**

Elizabeth Goetzinger motioned to adjourn the meeting, seconded by Maxine Miller. Motion adjourned unanimously. Meeting was adjourned at 5:39PM..