

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

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.

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.

Cemetery and Urban Forestry Commission

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

- 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

Cemetery and Urban Forestry Commission

- X. **FUTURE AGENDA TOPIC**
 - a. Proclamation for Arbor Day
 - b. Tree Guide Update

- XI. **ADJOURNMENT**