

**CITY OF LEWISTON
CEMETERY AND URBAN FORESTRY COMMISSION
SPECIAL MEETING AGENDA
1122 7TH STREET
NORMAL HILL CEMETERY**

**Minutes
May 21st, 2025 @12:00PM**

I. CALL TO ORDER

The Cemetery and Urban Forestry Commission was officially called to order at 12pm. Commissioners Shirley Phillips, Dennis Hastings, Brian Hensley were all present. Parks and Recreation staff members Damian Glenn, Kaitlyn Hinkley, and Chad Hewett were also present.

Absent: Maxine Miller,

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.

No citizen comments.

III. CONSENT AGENDA

Chair Phillips presented a motion to accept the previous April 21, 2025 meeting minutes. The motion was approved by Hastings and seconded by Hensley. Motion carries 3-0.

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

The Cemetery and Urban Forestry Commission were provided a copy of the April 2025 Department Monthly Report. They had no follow up questions, comments, or concerns.

V. ACTIVE AGENDA

The Cemetery and Urban Forestry commission discussed the implementation of a kiosk to be placed outside the main cemetery office. This kiosk will provide 24/7 assistance to those utilizing the Normal Hill Cemetery. The Commission supported this idea, noting that the technological advancement will provide consistent support and aid to the users of the cemetery.

The Cemetery and Urban Forestry commission concluded their discussions on the Topic of updating cemetery fees, with a primary focus on the updating of cremation fees to match the growing trend in cremation burials.

VI. OLD BUSINESS

VII. COUNCIL LIAISON COMMENTS

VIII. NEXT MEETING

- a. Cemetery and Urban Forestry Commission - Regular Meeting - June 25th - 4pm at the Lewiston Community Center.

IX. ADJOURNMENT – Action Item

- a. Commissioner Hensley forwarded a motion to conclude the meeting and proceed with the annual walking tour of the cemetery grounds. Commissioners Hastings seconded the motion. The meeting was adjourned unanimously at 12:20pm.