

**CITY OF LEWISTON
CEMETERY AND URBAN FORESTRY COMMISSION
REGULAR MEETING
1424 MAIN STREET, LEWISTON, ID 83501**

**AGENDA
August 27th, 2025 @4:00PM**

I. CALL TO ORDER

Roll Call

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 can be made: (1) in-person, (2) by emailing the Staff Liaison dglenn@cityoflewiston.org or (3) by calling (208)746-2313 x1 and leaving a message. 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, will be rotated in and out in order to provide comment.

Email letter from Hope Knight

III. CONSENT AGENDA

A. Approval of the June 25, 2025 Minutes

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

- A. June and July 2025 Cemetery Monthly Report
- B. Urban Forestry & Cemetery Social Media - Post Topics

V. ACTIVE AGENDA

- A. Normal Hill Cemetery Office Update
- B. Columbarium Project Update
- C. FY26 Cemetery Fee Proposal

VI. COMMISSIONER COMMENTS

VII. COUNCIL LIAISON COMMENTS

VIII. NEXT MEETING

- a. September 24, 2025 - 4pm at the Lewiston Parks and Recreation Offices

IX. ADJOURNMENT – Action Item

To whom it may concern,

My name is Hope Knight, and I am writing regarding the Normal Hill Cemetery and the maintenance of it, amongst other concerns.

I have visited the Parks and Recreation department on two separate occasions asking to address these concerns, I have left my name and number both times and have yet to receive a call back. I also attempted to go to the cemetery board meeting and was told it was cancelled due to a lack of agenda items. I found both of these situations to be disappointing, frustrating, and at best, concerning.

My brother Adam Turner has been buried at the Normal Hill Cemetery since December of 1988, so I have been going to the cemetery off and on my entire life. My other brother, Tyler Turner, was laid to rest in June of 2025 and I have gone to the cemetery every day since then. I am extremely concerned, bothered, and disappointed about the care, maintenance, and overall operation of the Normal Hill Cemetery.

I want to start by addressing the grounds keeping of the Normal Hill Cemetery. My brothers are buried in one of the back blocks past Douglas Fir Lane, on row 55. While I understand that the Red Shirt Crew is affordable labor, they are doing an utter disservice to our historic place. When I drive by, I see broken headstones, the road itself is caked with tree leaves and debris, and the grass that comes from mowing has covered between the rows of our loved ones and people from our town. This is just the drive to where my brothers are buried. That does not include the actual block in which they are laid to rest. The actual block itself has been completely littered in grass clippings that sit for weeks and then just continue to pile upon itself the next time the crew comes to do their maintenance. The surrounding headstones are often covered in the grass clippings and yard waste to the point where you cannot read the headstones, the weeds have overtaken many of the headstones and at some point, those headstones will become nonexistent due to the amount of yard waste that is never picked up and the weeds that are not clipped, not to mention the broken headstones in the vicinity, as well as in every other section of the cemetery.

During my time doing some research, I read that our cemetery is an arboretum as well as something that is of great historical value to our town. A place in which we should take pride in. We have all walks of life buried in our cemetery from war veterans that date back to the 1800's as well as inspirational people that have helped turn our town into what it is and I'm wondering how this place that carries so much value to our town has become what appears to be nothing but stones and yard waste. I, along with my family (including my almost 13-year-old), have raked a portion of our section of the cemetery, my husband has cut the headstones free from weeds, and I have swept off surrounding headstones. This is just a small portion of it, but we alone cannot take on an entire cemetery to restore it back to its former glory. Not to mention, that any time we have cleaned it up, the maintenance crew that is being paid for comes and ruins it with their weed eating by disposing of the grass everywhere and never picking it up. It literally has piled in between the rows of headstones and has completely covered some of them,

making them unrecognizable and unreadable. Each time the maintenance crew comes, they dispose more and more, never picking it up so it just continues to pile on week after week and it feels as though trying to maintain even a small section is fruitless.

I am going to list some examples of other things my family and I have found to be of great concern and, quite frankly, very disturbing.

1. There was an instance of a sinkhole that was created by what I've been told was a busted pipe. In order to create awareness of this sinkhole and have others avoid it, the maintenance crew took flags from our veterans' headstones, stuck them in the ground around the sink hole and then put up caution tape around it. Our veterans' headstones were beyond disrespected at that moment.
2. My dad found a weed eater spool and went to return it to the garage that is dedicated to the cemetery. When he went to give it back, the garage door was wide open, with everything in there available to anyone and there was not a soul in sight to return this spool. Any person could have gone in there and stolen items belonging to the city. He placed it in the middle of the garage floor and left.
3. My dad also found not one, but two weed eaters laying on headstones after hours. My dad once again took it upon himself to return these to the cemetery garage to avoid being stolen. Laying yard maintenance tools on headstones is disrespectful, but it is irresponsible to have them placed unattended and after hours. This is the crew that the cemetery board has entrusted to care for our loved ones and the grounds they are laid to rest in. They are also trusted with the tools that the city has provided them to utilize and they cannot even keep track of them long enough to get them back into safekeeping.
4. Attempting to go to the office at the cemetery, the hours are clearly stated Monday through Friday, 8-12 pm. It's rare however that anyone is in that building to offer any sort of services, support, or guidance.
5. Last month when I went to visit my brothers at the cemetery, it had rained the previous night, and the Red Shirt crew had done their maintenance at the grounds and had weed wacked and mowed the area. Do you know what happens when you attempt to perform yard maintenance after it has rained? It digs up holes and it ruins the area. This is exactly what happened. My brother's headstone was so caked with grass clippings they were hard to clean off, there were holes yards and chunks of grass had been literally dug up. All of the surrounding headstones were covered in the yard waste, the grass clippings in the middle of the rows were impossible to sweep up between my husband and myself. It looked like a storm came through and littered all of the yard waste throughout the cemetery. This was at the hands of the maintenance crew hired by the cemetery board.
6. When discussing Normal Hill Cemetery with the owner of Garlinghouse Memorials, she talked about how the supervisor of the Red Shirt crew is just sitting in the vehicle on their phone waiting for the crew to be done. While I did see one person, one time (of the many times I've been there during their operating hours), who appeared to be the supervisor walking around one of the days I was there, I'm curious as to what his job is. Is he supervising the inmates, is he supervising their jobs? Obviously, the crew is trusted enough to leave the jail to come and care for the cemetery but once again, this is the crew that has

been hired to care for our grounds and they don't seem to care, based upon what I have seen day in and day out. Don't we want a maintenance crew that will put in some effort and take pride in a job well done?

7. There are chunks of grass that have been torn up on the sides of the roads from the vehicles that the maintenance crew drives. The lawn mower clippings have covered the road, headstones, and the grass in between rows of headstones. Some headstones have chunks of grass around the side completely torn up from weed wacking and none of the clippings are blown off. There is a section where the yard waste gets dumped, why is the Red Shirt crew not taking the grass from the mower and dumping it over there or the sticks that are littered throughout the grounds or raking up what doesn't get put into the mower and driving it over to dump it properly?

Online it states that the board has two open spots, when I applied to be on the board, I was told that the spots are not open and that the board is in fact full. Currently, it states there are 7 members on the board, yet it states 4 positions are filled and 2 are open, which makes 6 board members in total. Are there 7 or are there 6? The director of Parks and Recreation up until recently was still listed as Tim Barker, but Tim Barker hasn't been there for quite some time. When I went to attend the board meeting, I was told it was cancelled due to a lack of agenda items. When I went to address this with the current Parks and Recreation director, I couldn't seem to get him to return my call, even though I directly asked the assistant for a call back. How am I supposed to address my concerns if I can't get a hold of anyone and no one will call me back? I have tried to find previous meeting minutes and the earliest one I can find is from 2023, does that mean there hasn't been a board meeting since 2023? On the city website it states that the board meetings are held on the 4th Wednesday at 4 pm, but according to the bylaws, the time is 5:30 pm: is it at 4 pm or 5:30 pm? If a board meeting is cancelled, how do you notify your citizens? The Facebook page has had no activity since 2021. Board meetings are only held 6 months out of the year and each board meeting that is cancelled is critical time that could be spent finding solutions, so my confusion is intense that a board meeting could be cancelled when it appears as though there are several things wrong with the operation of the cemetery and yet the meeting is cancelled due to no agenda items. It appears as though your board meetings should be filled with agenda items so how is that possible?

The master plan states that the majority of Lewiston is satisfied with the care and maintenance of the cemetery, this was in 2015. I can't imagine that anyone in our community would be satisfied with how the cemetery is currently cared for, how it is being maintained, or the operation of it. While I understand board meetings get cancelled or rescheduled, how is there nothing on the agenda for this board when our cemetery looks like a yard waste dump?

I ask you to go to the cemetery and look around. I was informed the board held their board meeting in May at the cemetery; did you see its current condition? Where are the minutes for that meeting? If you did, why isn't that being discussed at your next meetings? Did you see the headstones of our loved ones are covered in yard waste, often so caked on that it is difficult to remove and at some point, many will be buried completely due to the weeds and grass clippings? Did someone not come in at one point and teach the board how to fix the broken

headstones? Vandalism might be the reason for not fixing them but that is a problem no matter where we go, so if that's the reason for the lack of fixing, then what's the solution? What's the solution to any of the problems going on at the cemetery?

I ask you, why isn't this an agenda item not just in general for every single board meeting, but one of high priority at the board meeting? This is a historical landmark in our town and the current maintenance that is of great cost to the city and the cemetery board is doing your board members, our loved ones, and this town an incredible disservice and an immense amount of disrespect and it appears as though a blind eye has been turned each and every day. So, again, I ask: what is being done about this? What is the solution that you, as our trusted board members, have come up with?

My goal in writing this is to bring this to your attention and help be part of the solution. What is that solution? I'm not sure yet. That is why I am coming to you to ask you, as the members of the board of Normal Hill Cemetery. I am committed to attending the board meetings even if I am not a board member, I am committed to helping restore our cemetery to what it was and what it should be, and I am committed to being a part of the solution. But I alone cannot care for an entire cemetery that is deemed to be 40 acres of land and where 19,000 people are buried. This is our only cemetery in Lewiston, aside from the private cemetery in the Orchards, why are we as a community and you, as board members, not willing to take more action to maintain and restore it? Those that you've entrusted to care for it are failing you and the community, miserably.

I am hopeful this letter will reach someone who is willing to act. Action to restore, action to care and keep, and action to maintain the Normal Hill Cemetery. This is where my loved ones are buried, amongst countless others, I'm sure including some of you, and I cannot stand by any longer while it gets cast to the side and forgotten about. I have the most respect for our city's board members and I trust that not only a solution can be found, but that this wrong can be made right.

For reference, I included several pictures that present the current conditions of the cemetery. This is not just from the block in which both of my brothers are buried, this is throughout the entire cemetery. Thank you for your time and I look forward to hearing from you.

Hope Knight

**CITY OF LEWISTON
CEMETERY AND URBAN FORESTRY COMMISSION
REGULAR MEETING
1424 MAIN STREET, LEWISTON, ID 83501**

**AGENDA
June 25th, 2025 @4:00PM**

I. CALL TO ORDER

Roll Call: Shirley Phillips, Betty Goetzinger, Brian Hensely. Also in attendance was Jessica Klein, City Council Liaison, Damian Glenn, and Justin Glenn.

Absent: Maxine Miller, Dennis Hastings.

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.

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III. CONSENT AGENDA

A. Approval of the May 21st, 2025 Minutes

The Cemetery and Urban Forestry approved the May meeting minutes with a unanimous vote.

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

A. Introduction to Parks and Recreation Director, Justin Glenn

Director Glenn introduced himself, reflecting his 20+ years of Parks and Recreation experience with the Department of Defense. He relocated to Lewiston with his family and is excited to learn more about the Normal Hill Cemetery and the commission's efforts.

B. May 2025 Monthly Report

There was a notable increase in number of burials and services during the month of May in comparison to the winter and early spring months.

C. Urban Forestry & Cemetery Social Media - Post Topic

The Cemetery and Urban Forestry Commission discussed future social media outreach efforts for seasonal tree care tips. The University of Idaho Extension Office and Master Gardeners may be able to provide useful collaboration tips.

V. ACTIVE AGENDA

A. Review City Code Chapter 11

Upon review of the City Code Chapter 11 - the Cemetery and Urban Forestry Commission discussed the following points to be considered in the chapter: The defining of a Columbarium and Scattering Garden.

VI. OLD BUSINESS

- a. Columbarium Project: The Commission received an update on the columbarium project. The FY26 budget proposal includes \$200,000 for the columbarium and \$30,000 for associated site improvements. A structural engineer is currently preparing and finalizing the design of the columbarium site. Once completed, the City will issue a bid for installation. Commissioners emphasized the importance of designing the project to allow for future expansion while ensuring the current installations present a complete and professional appearance. Members expressed strong support for the project moving forward, noting that it has been a long-standing priority of the commission.
- b. Scattering Garden: The Commission discussed the establishment of a scattering garden behind the cemetery office in an area that is already irrigated.
- c. Urban Forestry Standards: Commissioners expressed concern regarding the planting and maintenance of trees within the cemetery and other City properties. Recent plantings, including the Arbor Day tree, were cited as examples of improper techniques that may affect long-term tree health. The Commission recommended the development of standardized planting and maintenance procedures, particularly for seasonal workers. Staff confirmed the City's tree selection and planting guide is in need of updating. The current FY26 Budget Proposal will include money for the department to hire an Urban Forester, the commission also advocated for consulting local experts when rewriting the product.

VII. COUNCIL LIAISON COMMENTS

VIII. NEXT MEETING

- a. July 23rd, 2025 - 4pm at the Lewiston Parks and Recreation Offices

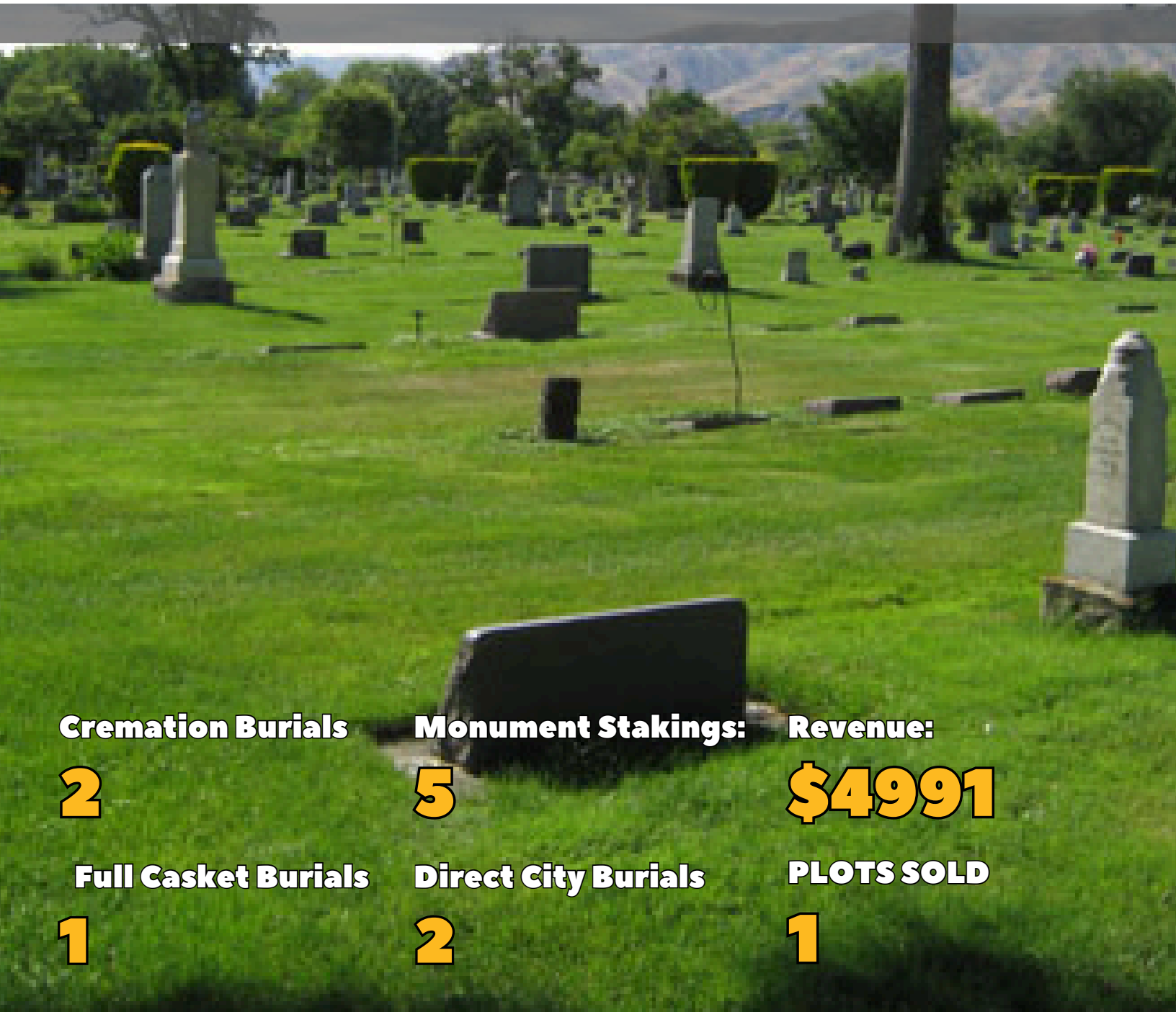
IX. ADJOURNMENT – Action Item

Commissioner Goetzinger motioned to adjourn the meeting, seconded by Commissioner Hensley. Motion was approved unanimously, meeting adjourned at 4:48pm.



JULY 2025
**NORMAL HILL
CEMETERY**

Chad Hewett



Cremation Burials

2

Monument Stakings:

5

Revenue:

\$4991

Full Casket Burials

1

Direct City Burials

2

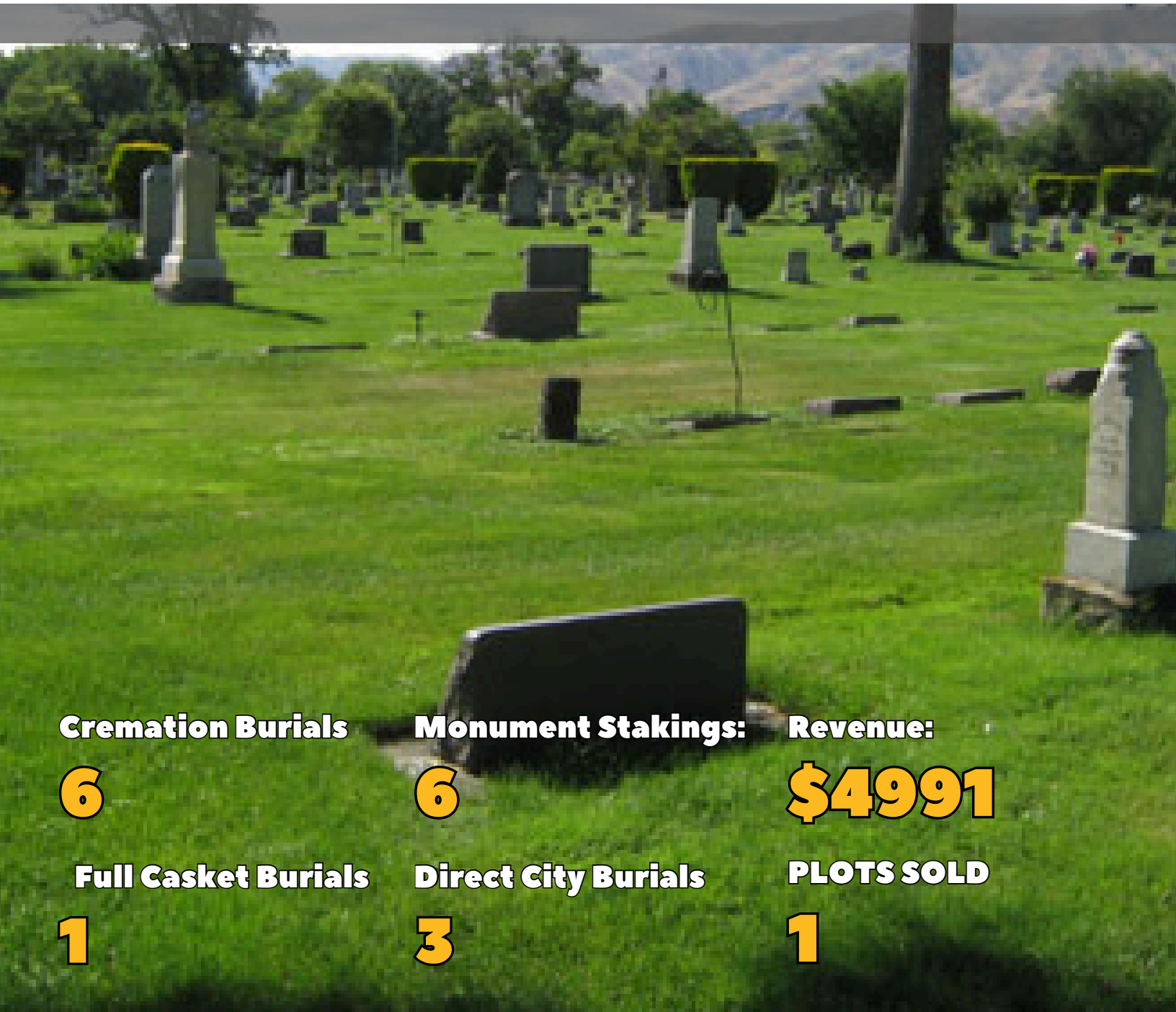
PLOTS SOLD

1



JUNE 2025
**NORMAL HILL
CEMETERY**

Chad Hewett



Cremation Burials

6

Monument Stakings:

6

Revenue:

\$4991

Full Casket Burials

1

Direct City Burials

3

PLOTS SOLD

1

Schedule D: Normal Hill Cemetery Fees

Category	FY2025 Fee	Proposed FY2026 Fee	
Grave Fees			
Single Depth Adult	\$1,265.00	\$1,265.00	0.00%
Double Depth Adult	\$1,560.00	\$1,560.00	0.00%
Infant and Cremains	\$375.00	\$375.00	0.00%
Mausoleum Crypts			
Rows 1-4	\$2,080.00	\$2,080.00	0.00%
Rows 5-6	\$1,555.00	\$1,555.00	0.00%
Niches - Single	\$1,125.00	\$1,125.00	0.00%
Niches - Double	\$1,915.00	\$1,915.00	0.00%
Opening and Closing Fees			
Single Depth Adult	\$1,185.00	\$1,201.00	1.35%
Second Right of Internment for Cremains			
With Graveside Service	\$840.00	\$885.00	5.36%
Without Graveside Service	\$1,130.00	\$1,152.00	1.95%
Double Depth Adult			
1st Burial	\$1,370.00	\$1,400.00	2.19%
2nd Burial	\$1,185.00	\$1,201.00	1.35%
Infant and Cremains Grave			
With Graveside Service	\$500.00	\$556.00	11.20%
Without Graveside Service	\$790.00	\$800.00	1.27%
Mausoleum Niche			
With Graveside Service	\$475.00	\$524.00	10.32%
Without Graveside Service	\$520.00	\$600.00	15.38%
Other Cemetery Fees			
Monument Site Staking Fee (City)	\$75.00	\$75.00	0.00%
Saturday Service (Wilbert's Vault)	\$280.00	\$400.00	42.86%
Sunday Service (Wilbert's Vault)	\$420.00	\$600.00	42.86%
Quit Claim Fee	\$50.00	\$50.00	0.00%
Cremation Disinterment Fee	\$275.00	\$275.00	0.00%