

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

**AGENDA
January 28th, 2026 @4:00PM**

I. CALL TO ORDER

Roll Call

- A. Introduction of Kristin Schmidt, Administrative Specialist and Council Liaison
Matthew Wright

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.

III. CONSENT AGENDA

- A. Approval of the December 3, 2025 Minutes

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

- A. Cemetery Monthly Report
 - a. The staff report was sent out to commission members for the month of November and December
- B. Directors Report
 - a. An opportunity for the Parks and Recreation Director to provide update on ongoing projects within the department.

V. ACTIVE AGENDA

- A. Columbarium Project Updates
- B. Tree City USA Application

VI. COMMISSIONER COMMENTS

VII. COUNCIL LIAISON COMMENTS

VIII. NEXT MEETING

- a. February 25th, 2026 - 4pm at the Lewiston Parks and Recreation Offices

IX. ADJOURNMENT – Action Item

X.

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

**Minutes
December 3rd, 2025 @4:00PM**

I. CALL TO ORDER

Roll Call: Shirley Phillips, Maxine Miller, Elizabeth (Betty) Goetzinger and Dennis Hastings. Also in attendance were Parks and Recreation Director Justin Glenn, Recreation Coordinator Damian Glenn, Parks Technician Lead Joe Broemeling, and Parks and Facilities Manager Dave Sinner.

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.

No audience participation.

III. CONSENT AGENDA

A. Approval of the September 24, 2025 Minutes.

- a. Motion to approve the Minutes of September 24, 2026 was made by Commissioner Goetzinger, seconded by Commissioner Miller. Motion to approve the minutes passed unanimously.

IV. PRESENTATIONS, COMMUNICATIONS AND CORRESPONDENCE

A. September, October, and November Cemetery Monthly Report

The Cemetery and Urban Forestry Commission reviewed the monthly report for the Cemetery from the previous three months. They noted larger activity within the cemetery.

V. ACTIVE AGENDA

A. Columbarium Project Discussion.

- a. Sinner reported to the Cemetery that two submissions had been received for the RFP for the Columbarium Project. Mahoney's bid came out with the highest score - having an overall lower pricing and a lifetime warranty. The Columbarium is expected to be delivered 2 months early, matching the curved Eclipse design previously approved by the Cemetery and Urban Forestry Commission. Sinner provided copies of a first draft blueprint of the columbarium and scattering garden site, which is expected to make up to 1200 more spots available in the Normal Hill Cemetery. Phase one of this project will be pouring concrete to create space for the gathering, walkway, Columbarium, and small scattering garden. Commissioner

Miller expressed interest in creating a feature that would create a natural sound, such as a small water feature.

B. Rettig Plaza Discussion

- a. A letter was submitted to the City of Lewiston's Planning and Zoning Division regarding concern of the lack of usable green space at the new Nez Perce County Courthouse. Commissioners recall meeting with the County Commissioners specifically in regards to the preservation of Rettig Plaza.

C. Scattering Garden Discussion

- a. This topic was discussed in full with the Columbarium Project Discussion.

D. Southside Land Update

- a. Sinner reported that the large dirt mounds in the Southside of the Normal Hill Cemetery are being actively removed from location and transported to other city park locations. Irrigation and Hydroseed will be planted in the most Northern Strip of the undeveloped land with plans of creating additional burial sites in the works. The early proposed plans for the development of that area would accommodate an additional 2,200 to 11,000 burial sites.

VI. COMMISSIONER COMMENTS

Commissioner Miller noted that during the most recent City Council election process, Few candidates cited knowledge in the cities exiting planting ordinances and importance Of having an urban forest environment. She wishes to see future interest in this topic.

VII. COUNCIL LIAISON COMMENTS

N/A

VIII. NEXT MEETING

- a. Wednesday, January 28th, 2025. Lewiston Community Center at 4pm.

IX. ADJOURNMENT – Action Item



December 2025

PARK MAINTENANCE

PROJECTS COMPLETED:

**8 tons of fertilizer placed at
across city parks**

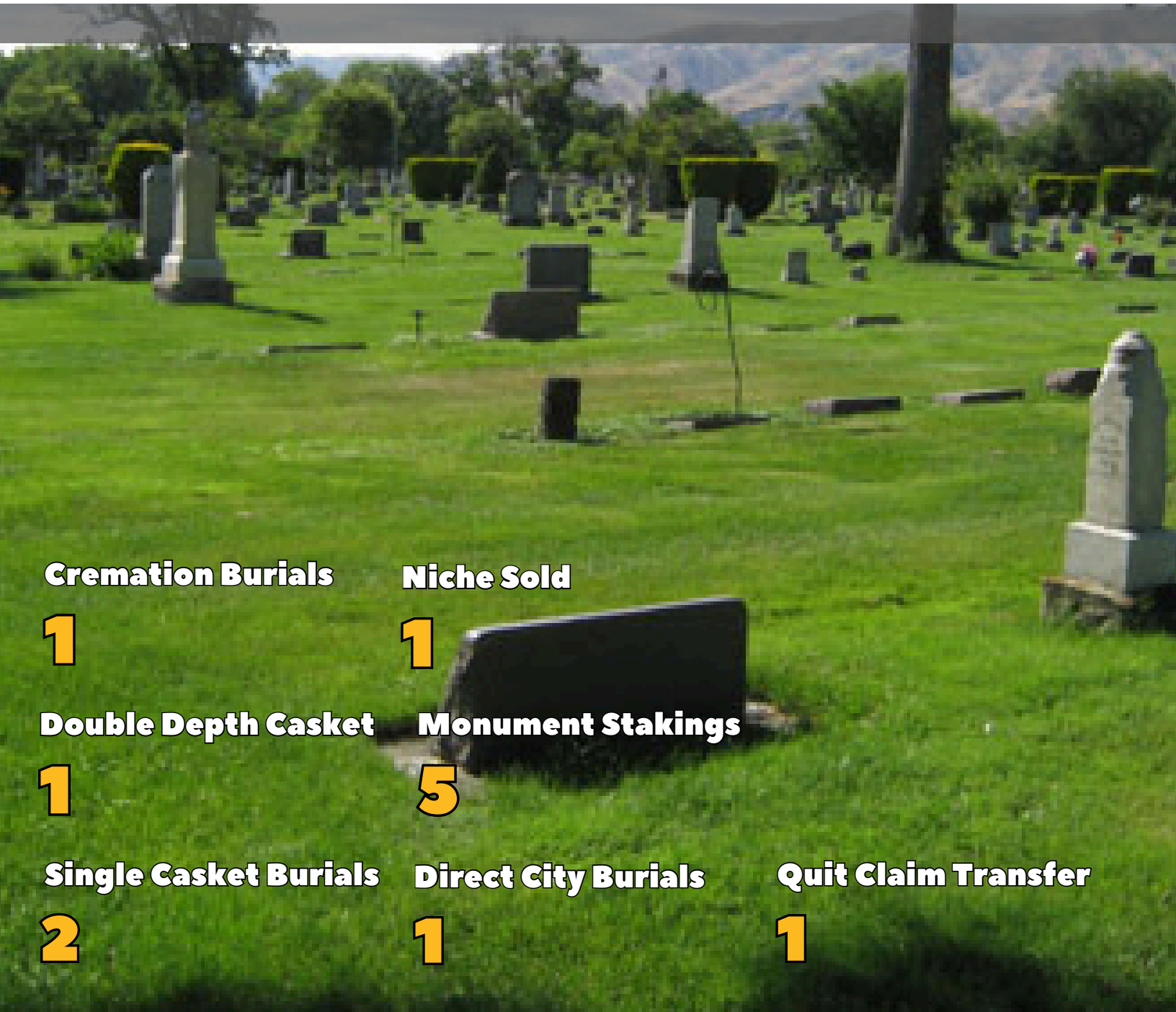
**22 Trees cleaned and removed
from Wind Storm**

Finished Cemetery Leaf Removal



December 2025
**NORMAL HILL
CEMETERY**

Chad Hewett



Cremation Burials

1

Niche Sold

1

Double Depth Casket

1

Monument Stakings

5

Single Casket Burials

2

Direct City Burials

1

Quit Claim Transfer

1

RFP-26-005 NORMAL HILL COLUMBARIUM AWARD

The mission of the Parks and Recreation Department is to provide a comprehensive program of high-quality parks, places, and activities for a broad range of ages, interests, and abilities.

*Creating Community Through Programs,
Parks, and Facilities*

Get out & play!!



DISCUSSION

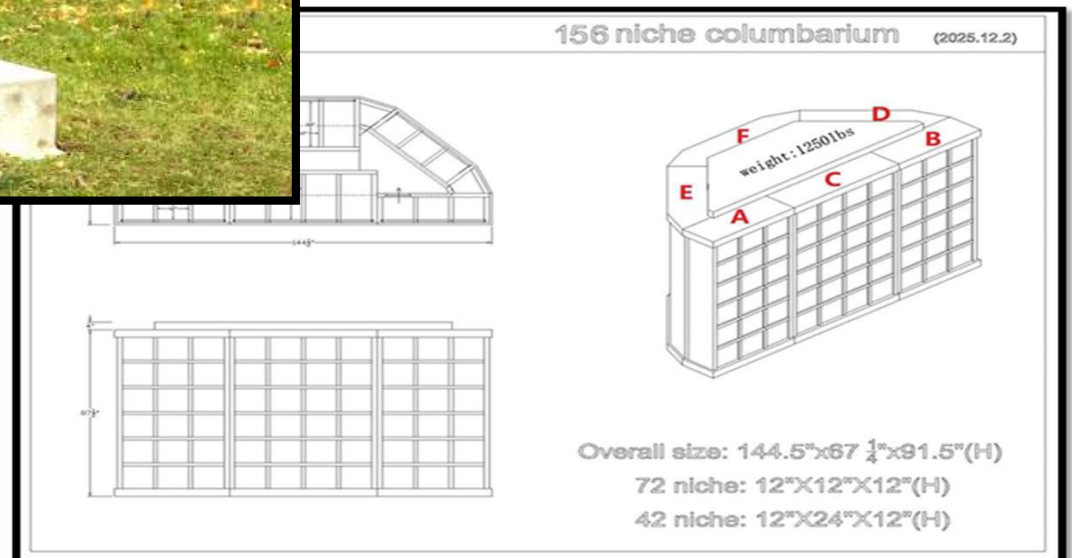
- Parks and Recreation solicited proposals for a new columbarium at Normal Hill Cemetery, intent to award was issued 8 Dec 2025, seeking approval to execute **\$143,430.20** for purchase
- Project is included in the FY26 budget for cemetery improvements totaling **\$230,000**

Normal Hill Cemetery currently has ~237 available burial options



What is a Columbarium?

- It is a structure with small compartments (niches) designed to hold urns containing the cremated remains (ashes) of the deceased, providing a **dignified, space-efficient, and more affordable** alternative to traditional burial



CONCEPT INTO ACTION

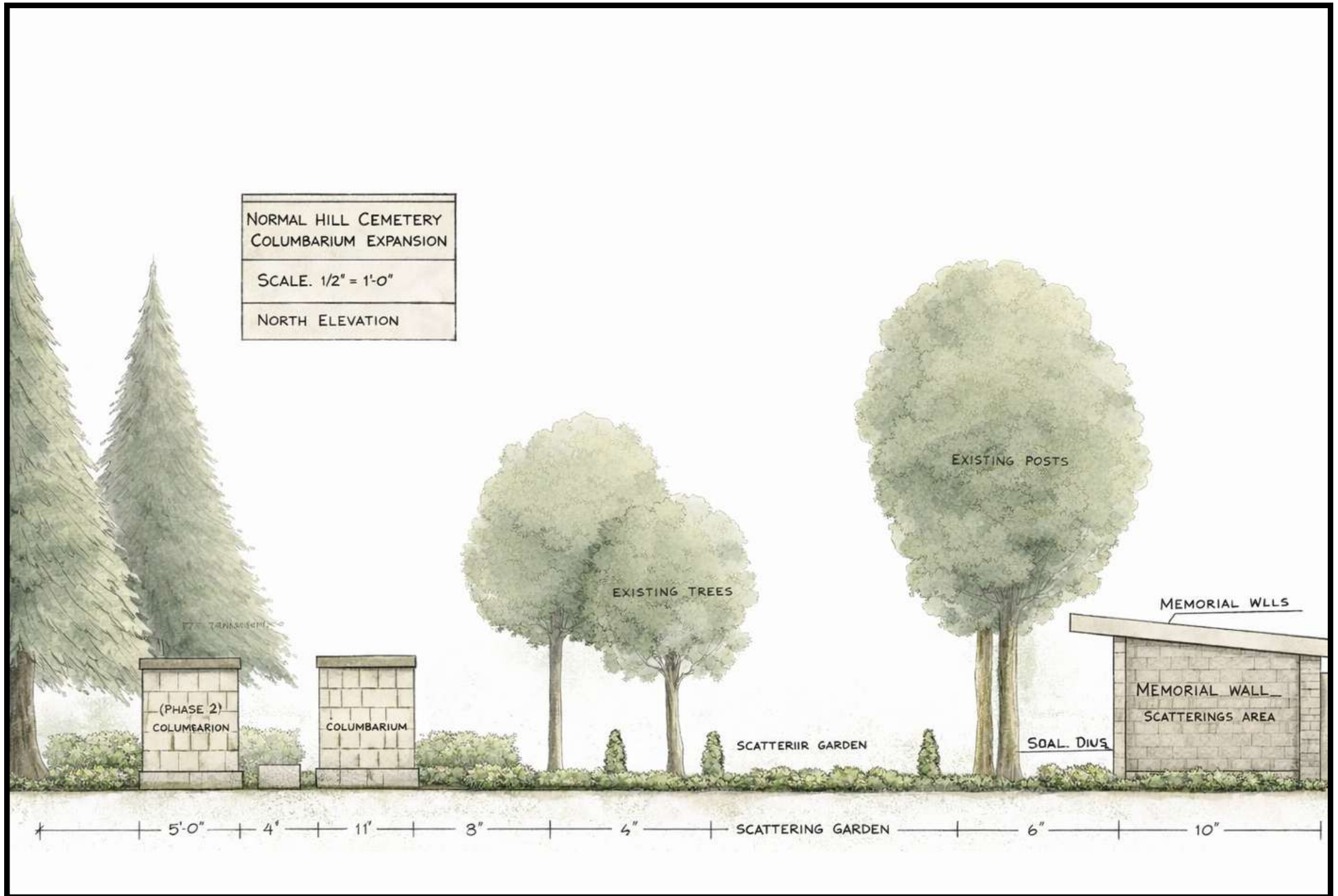
- The Normal Hill Cemetery Master Plan (2015), recognized a need for additional cremation and burial options. **Ten years later**, the City is putting that plan into action
- Cemetery and Urban Forestry Commission supported creation of a **scattering garden** west of the main office building as well as **phased development** of the south end of the cemetery
- Anticipate increased capacity of **4,000+ burial options**, ensuring a resting place for future generations

CONCEPTUAL PLAN RECOMMENDATIONS

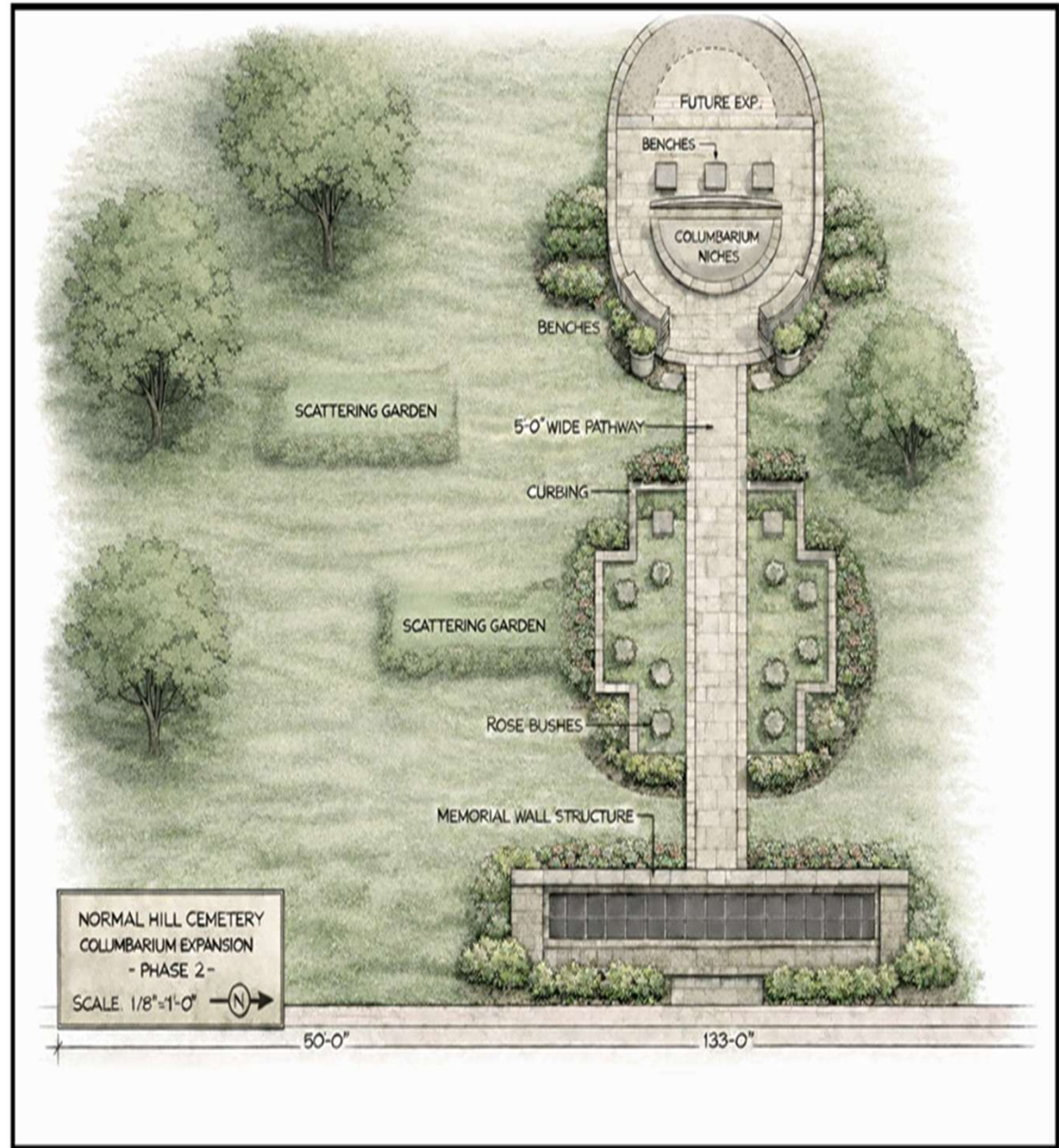
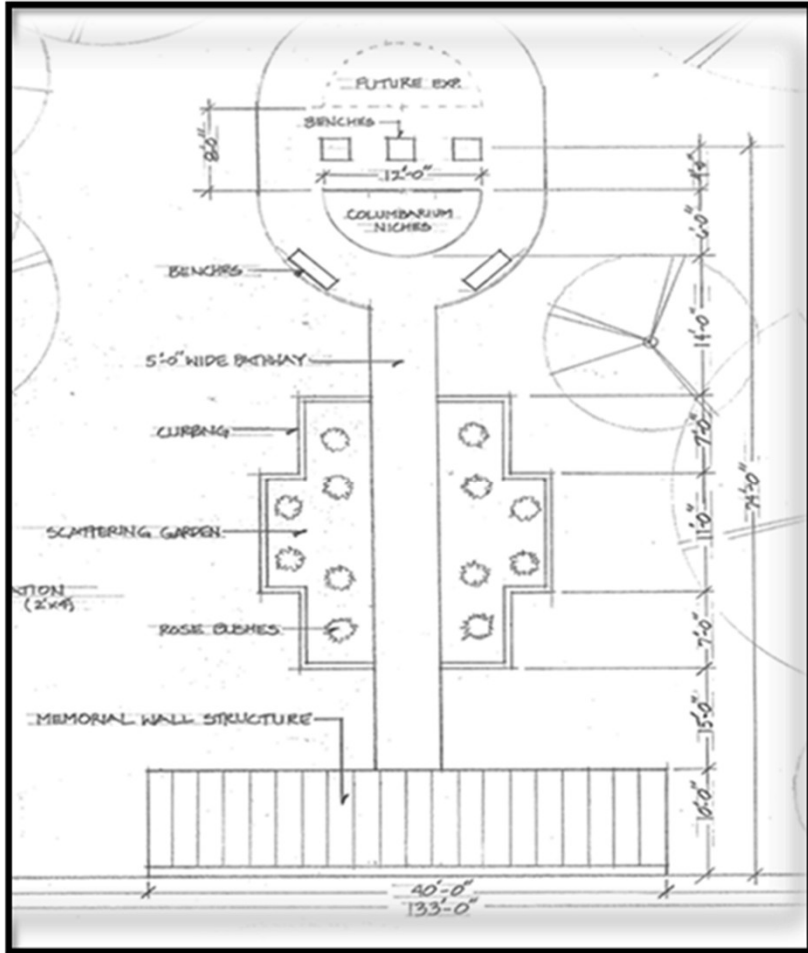
- Implement the 4-phase cemetery expansion on the undeveloped lands to the south;
- Provide in-ground casket burial, cremation interment and columbaria unit niches options in each phase of development;
- Create a central gathering space at center of expansion lands, and
- ~~Reserve space for future relocation of the Administration Building and Operations Yard to the expansion lands.~~



SITE PLAN AND MODERNIZATION



SITE PLAN AND MODERNIZATION



ACTION PROPOSED

- Staff recommends the award of the Normal Hill Cemetery columbarium contract to Mahoney Memorial - Wilbert Precast (local business) in the amount of \$143,430.20 and authorize the Mayor to execute the Agreement



QUESTIONS?

