

Lewiston Urban Forestry and Cemetery Commission

MINUTES

March 22, 2023 – 4:00PM

**Lewiston Community Center
1424 Main Street, Lewiston**

1. **CALL TO ORDER**

Roll Call

Commission Members: Shirley Phillips, Maxine Miller and Elizabeth Goetzinger

Commission Member Absent: Brian Hensley

City Council Liaison Absent: John Spickelmire

City Staff: Tim Barker

Citizens Present: None in attendance

Chair Phillips called the meeting to order at 4:05 PM

2. **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 Parks and Recreation Director at tbarker@cityoflewiston.org or (3) by calling (208) 746-2313 x6102 and leaving a message.

Comments submitted by email or phone will be forwarded to the Parks and Recreation Commission. 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 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.

There were no citizens present to provide comments.

3. **CONSENT AGENDA**

A. Approval of Minutes from February 22, 2023 (Action Item)

Commissioner Miller moved to accept the minutes, Commissioner Goetzinger seconded.
Approved by all.

4. **REPORTS** **Presentations, Communications and Correspondence**

A. February Parks and Recreation Department Monthly Reports

Director Barker submitted the department monthly report to the commission for their review and they are within the meeting packet.

5. **ACTION ITEMS**

A. **NEW BUSINESS**

i. Legacy Tree Program Update

Director Barker provided the commission the updated form with the approved pricing increases that had been adopted by City Council in August 2022 as a part of the budgeting process.

ii. Arbor Day and Tree City USA Event

Director Barker discussed a recent Lewis-Clark State College Tree Committee meeting that he attended where there was a discussion related to the continued partnership between the city and the college for a joint Arbor Day Celebration event. The committee was supportive of the partnership to continue for 2023 and for the city to host this year's event.

B. **OLD BUSINESS**

i. Current and Upcoming Development Review Process

Agendas and information from the past month's Development Review Committee meetings were included within the commission packet. Commissioner Miller had asked prior to the meeting about the new Lewis Clark Credit Union Parking lot and what was planned for landscaping at the site and Director Barker provided the submittal that was approved by the city related to the required landscaping for the lot.

ii. Arborist Position

As discussed at the last meeting, Ted Wicks will be coming onboard with the city as its Arborist. Ted will begin working within the park system starting Monday, April 3rd. He will focus on tree pruning and tree care within the park system as well as at city properties.

iii. Cemetery Columbarium Project

Director Barker verified this month that there is \$80,000 budgeted this year in the cemetery budget for the columbarium project and that since the project total cost will be below \$100,000 there is no requirement to go out for a Request for Proposals process and staff can complete the specifications and request a bid to be submitted from a minimum of three companies. This will drastically speed up the advertisement and approval process. The department will complete the bid documents and send them out as soon as possible.

iv. **Tree Selection Guide**

Director Barker has reached out to the Idaho Department of Lands (IDL) to request their assistance in rewriting the Tree Selection Guide and streamline the information. Barker is hoping to hear about a timeline soon from IDL as to when they will be able to have their comments submitted back to the city following their review.

6. **COMMISSION MEMBER COMMENTS**

Commissioner Miller suggested that we consider creating an Urban Forestry related Article for the Living Lewiston magazine. Miller also asked about whether the Idaho Department of Lands newsletter is being produced and if so, how can the commission get back on the mailing list. Director Barker will look into it and report back at the next meeting. Commissioner Miller recommended that we look to fill the vacant commissioner position with a cemetery focus.

7. **CITY COUNCIL LIAISON COMMENTS**

Councilor Spickelmire was not in attendance at the meeting to comment

8. **NEXT MEETING**

A. **Wednesday, April 26, 2023 at the Lewiston Community Center**

Director Barker asked the commission for comments related to changing the frequency of the meetings to bi-monthly. Typically, there are good amounts of updates and discussions that can take place every other month and we may be more productive utilizing that format. Barker stated that he could meet monthly with the chair to discuss upcoming items and whether an additional meeting is needed but otherwise can provide the commission the monthly reports each month and the development review items as well through email. If approved by the commission, Barker stated that the next meeting would be in May, which is the annual Normal Hill Cemetery walkthrough and is scheduled for May 24th. The commission agreed that it would work to change to a six meeting a year schedule and meet the months of March, May July, September, October and early December. Besides the December meeting, the commission will continue to meet on the fourth Wednesday of the month.

9. **FUTURE AGENDA TOPIC**

- A. **Urban Forestry Management Plan Review (April)**
- B. **Budget Review and Perpetual Care Fund Update (May)**
- C. **Tree Selection Guide (July)**

10. **ADJOURNMENT**

Commissioner Miller made a motion to adjourn the meeting, Commissioner Goetzinger seconded the motion. The meeting was adjourned at 5:19PM.