

Lewiston Urban Forestry and Cemetery Commission Minutes

May 24, 2023 – 4:00PM

**NORMAL HILL CEMETERY
1122 7th Street, Lewiston**

1. **CALL TO ORDER**

Roll Call

Commission Members Present: Shirley Phillips, Maxine Miller and Elizabeth Goetzinger

City Council Liaison: John Spickelmire

City Staff: Tim Barker

Citizens Present: None in attendance

Chair Phillips called the meeting to order at 4:04 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 March 22, 2023 (Action Item)

Commissioner Goetzinger moved to accept the minutes, Commissioner Miller seconded.

Approved by all.

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

- A. March and April 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.
- B. Arbor Day and Tree City USA Event Recap
Director Barker discussed the joint event held at LCSC to plant a tree for, and recognize David Walker's support and contributions to the college over the years. There were a couple of the commission members in attendance. The City's Tree City USA packet will be sent to the city sometime in the next month or so.
- C. Arborist Ted Wicks is on Staff
Director Barker commented that Ted Wicks has begun work with the city and is going throughout the park system and pruning trees. He has started work in the orchards and will be working his way north into the Normal Hill and downtown area. On occasion he will be called away for any immediate or hazard situations. Ted's primary work as an arborist will be to care for and maintain the city's trees. The main Parks and Recreation office will continue to manage the legacy tree program and both the Park Maintenance Supervisor and Ted will work together to answer and address any citizen calls.

5. **ACTION ITEMS**

A. NEW BUSINESS

i. 2024 Budget Review and Perpetual Care Fund Update

1. Proposed Fee Changes

Director Barker commented to the proposed rate changes for the Cemetery this year will be based on increases being charged to the city by Wilbert's, who provides our digging services at the cemetery. The group will discuss those proposed increases at the next commission meeting and a public hearing related to the increases will take place in August.

2. Undeveloped Cemetery Property

Director Barker brought to the commission's attention a discussion with City Council regarding properties and facilities. Recently the department provided a listing of \$10 million in deferred maintenance of city owned buildings which has spurred the council to want to take a look at our overall footprint. In July at their work session, the department will provide an update on deferred maintenance, in August the council will discuss vacant city properties and whether or not they should consider a surplus of undeveloped properties and in September, the council will discuss leases that the city has for properties and facilities. The commission had a discussion regarding the vacant 6 acres on the south side of the cemetery and that the recommendation from the 2015 Master Plan was that the best long-term investment of the land would be as cemetery property, and to not sell it off for commercial development. The commission still supports that recommendation. Councilor Spickelmire shared his support for following what the recommendation was in the plan as well. Barker will keep the commission up-to-date on discussions related to vacant properties as the City Council moves forward with their conversations.

B. OLD BUSINESS

- i. Current and Upcoming Development Review Process and Plan
Director Barker shared the current listing of review items with the commission in their meeting packet, there were no additional conversations on the topic.
- ii. Cemetery Columbarium Project
There was no update regarding the project provided for this month.
- iii. Tree Selection Guide
This topic will be moved to a future agenda.

6. COMMISSION MEMBER COMMENTS

There were no additional comments shared by the commission members

7. CITY COUNCIL LIAISON COMMENTS

There were no additional comments provided by the City Council Liaison.

8. NEXT MEETING

A. Wednesday, July 26, 2023 at the Lewiston Community Center

9. FUTURE AGENDA TOPIC

- A. Tree Selection Guide (July)
- B. Urban Forestry Management Plan Review (Fall)

10. ADJOURNMENT

The meeting proceeded to the tour of the cemetery and was adjourned following the tour by Commissioner Phillips at 5:12PM.