

Lewiston Urban Forestry and Cemetery Commission Agenda

July 27th, 2022 – 4:00 pm
Lewiston Community Center
1424 Main Street, Lewiston

Seating will be available on a first-come, first-served basis.

1. **CALL TO ORDER**

Roll Call

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.

3. **CONSENT AGENDA**

A. Approval of Minutes from May 25th, 2022 (Action Item)

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

A. May and June Parks and Recreation Department Monthly Reports

5. **ACTION ITEMS**

A. NEW BUSINESS

- i. Fiscal Year 2023 Cemetery Budget Update
- ii. Urban Forestry Code Update
- iii. Urban Forester Selection

B. OLD BUSINESS

- i. Current and Upcoming Development Review Items
- ii. Headstone Restoration Project Update
- iii. Urban Forestry and Cemetery Liaison Update

6. **COMMISSION MEMBER COMMENTS**

7. **CITY COUNCIL LIAISON COMMENTS**

There is no current City Council member assigned to the Commission as a liaison

8. **NEXT MEETING**

A. Wednesday, August 24th at the Lewiston Community Center

9. **FUTURE AGENDA TOPIC**

A. Urban Forestry Management Plan Review (August)

B. Tree Selection Guide Review (September)

10. **ADJOURNMENT**

Lewiston Urban Forestry and Cemetery Commission

MINUTES

May 25th, 2022 – 12:00 pm
Normal Hill Cemetery and Arboretum
1122 7th Street, Lewiston

(New Time and Location for Meeting this Month)

Seating will be available on a first-come, first-served basis. Persons attending this meeting are strongly encouraged to wear a face covering.

1. **CALL TO ORDER**

Roll Call

The meeting was called to order at 12:00pm.

Roll Call

Commission Members Present: Shirley Phillips, Maxine Miller, Elizabeth Goetzinger, John Fisher and Brian Hensley

Commission Members Absent: none

City Council Liaison: Absent

Staff Present: Tim Barker and Corky Fazio

Citizens in Attendance: Garry Bush

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There were no citizens present for comments at the meeting.

3. **CONSENT AGENDA**

A. Approval of Minutes from April 21st, 2022 (Action Item)

There were no comments from the commission members related to the minutes. Commissioner Miller made a motion to approve the minutes and Commissioner Goetzinger seconded the motion. All were in favor of approving the minutes as submitted.

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

A. April Parks and Recreation Department Monthly Report

There were no comments from the commission related to the monthly report

5. **ACTION ITEMS**

A. **NEW BUSINESS**

i. Mausoleum project update

Director Barker noted that there will be a funding carry over proposed from this year into fiscal year 2023 in hopes that there is a price reduction and additional project funding available to install a columbarium this next year. If not, at a minimum, staff will begin on the scattering garden project.

ii. Budget process and current year financial update

Director Barker noted that the Cemetery budget presentation occurred in May and the focus will be on the Mausoleum project as well as a proposed market analysis project if approved within the budget.

iii. Walking tour focus on historic headstones and tree labeling

The regular business portion of the meeting concluded and then a walking tour of the site began. At their previous meeting, the commission decided to focus on the tree identification project that has been going on the past few years and looking at historic headstones that have been damaged and what process or routes for funding could the group come up with to be able to start a program to repair the headstones. During that discussion, it was noted that there are 2 potential partners for the cemetery which could include the Historic Preservation Commission and the genealogy society. With the Historic Preservation Commission, their assistance could relate to a previous discussion on the historic overlay zone as well as the headstone project and the genealogy society could assist with funding and general project assistance with the historic headstones. Staff will follow up with both of these groups to gauge their level of interest.

B. **OLD BUSINESS**

i. Current and Upcoming Development Review Items

ii. Headstone Restoration Project Update

iii. Urban Forestry Educational Kiosks and Yard Signs Update

6. **COMMISSION MEMBER COMMENTS**

7. **CITY COUNCIL LIAISON COMMENTS**

8. **NEXT MEETING**

A. Wednesday, June 22nd at the Lewiston Community Center

9. **FUTURE AGENDA TOPIC**

A. Urban Forestry Code Review (June)

B. Urban Forestry Management Plan Review (July)

C. Tree Selection Guide Review (August)

10. **ADJOURNMENT**

Commissioner Phillips made a motion to adjourn the meeting and Commissioner Goetzinger seconded the motion. The meeting ended at 1:14pm

PARKS & RECREATION

MAY 2022

MONTHLY REPORT

ADMINISTRATION

- Director and department supervisors began the process of identifying budget requests for fiscal year 2023 and submitted a proposed adjustment to reduce the department's overall budget by 2% as requested by the Mayor. The department's main budget presentation will occur on Monday, June 27th to City Council.
- Director met with all staff for the department's quarterly all-staff meeting. This meeting focused on the upcoming budget, the Community Park Master Plan, annual evaluations and upcoming changes to the evaluation process.
- Staff participated in a free webinar on "Transforming Your Agency with On-the-Ground Innovation" The webinar covered how innovative thinking can be foundational to strong, relevant and community-oriented park and recreation agencies. There was a case study on the city of Bristol (Connecticut) Parks, Recreation, Youth and Community Services Department and how they developed creative solutions to recreation, conservation and equity-focused initiatives.
- Director was asked to be a guest at the Idaho-Montana ASLA Conference this month for landscape architects and to discuss the Community Park project with attendees.
- Director met with conservancy members and donors to discuss the Modie Park Wetland Restoration Project and to update the group on the work being completed by the U of I and the Palouse-Clearwater Environmental Institute who will be partners in the project.
- Director participated in the following monthly meetings Chamber of Commerce Governmental Affairs Committee, Parks and Recreation Commission, Cemetery and Urban Forestry Commission and Modie Park Conservancy.

CEMETERY

- Sold 1 double depth adult grave
- Assisted in planning 7 cremation burials
- Assisted in planning 1 2nd of companion burial
- Performed 1 direct city burial of ashes
- Performed 10 monument stakings
- Hosted annual walk-through for the Urban Forestry & Cemetery Commission
- Prepared for Memorial Day and worked the holiday weekend to ensure service was available to visitors



PARKS

- Hereth Park P1FCU Field is now open! It has been a joy to watch the different uses of the field. We have had a birthday party, kick ball and many softball and little league games played on it. We have not received a negative report. Ironically, the first day our Recreation Softball program played on it, it rained and never interrupted play.
- Repairs have been made at Baldwin Falls and the fountain is operational.
- Cemetery looked beautiful for Memorial Day! Numerous compliments were made over the weekend.
- Staff constructed an ADA ramp off of the new pathway at Rotary Peace Park. Funding was made available by the Rotary Club.
- Staff has started the installation of the poles for Peace Park for the shade structure the Rotary Club has designed.
- Seasonal labor is in short supply and is making it difficult to cover everything. Applications have been very few and far between.
- Routine mowing, irrigation repair, edging, spraying and grounds maintenance have taken the majority of our time this spring

RECREATION



Programming:

- Mother Daughter Tea event was this month and we sold out of tickets at 75 attendees.
- Messy Hands Art Class for the month of May our total numbers for the kids that participated was 22.
- The deadline for our t-ball clinic was this month and our total numbers were 108 participants.
- 10 t-ball teams were created and the clinic will begin soon.
- T ball clinic is ready to go and the coaches meeting will be held on June 1st.
- Staff have been working on summer programming and completing flyers.
- The Geology Jet Boat and Hike trip was this month and we had a total of 23 participants signed up.

Meetings:

- Had a meeting with Coleman Oil, Nelly Broadcasting, and P1FCU to go over the Star Spangled Celebration event that is scheduled for Saturday, July 2nd.
- Had a meeting with Henry Funk he will be singing at the Star Spangled Celebration event.
- Had a meeting with Stephanie Florence to talk about t-ball photos for the clinic.

RESERVATIONS

Community Center Reservations

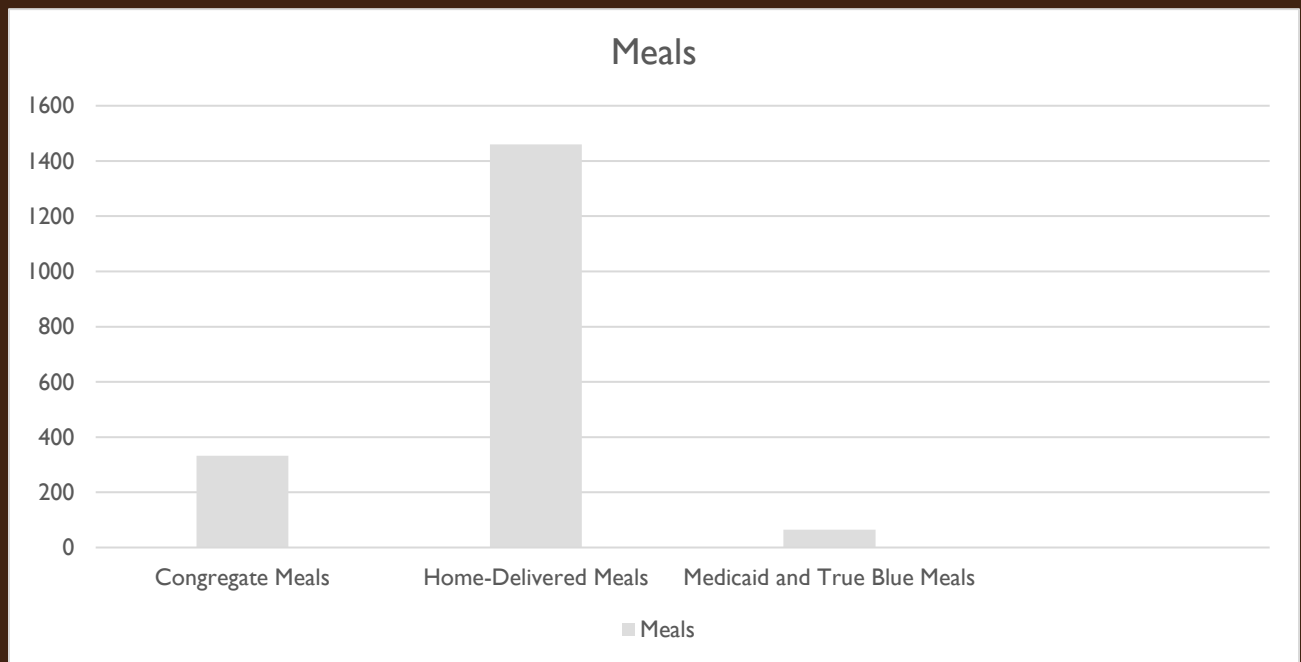
There were sixty five meetings or events in the Community Center in May 2022 with approximately one thousand people attending those events and another three hundred drop ins.

Park Reservations:

There were fifty-one reservations in May 2022 with approximately two thousand two hundred and fifty people attending those events. Another approximately two thousand people visiting the parks without reservations.

SENIOR NUTRITION

- Congregate Meals served this month = 332
- Home-Delivered Meals served this month = 1460
- Medicaid and True Blue Meals served this month = 65
- Volunteer hours = 159, Volunteers = 7



BUILDING MAINTENANCE



Projects:

- Finished prepping Orchards Pool
- Replaced lights in PD
- Monthly custodial training
- Monthly HVAC maintenance
- Cleaned off roofing
- Completed Annual fire inspections
- Repaired HVAC at City Hall
- Worked with fire on new construction plans
- Hired new Lead
- Several property assessments completed
- Painted curb edging Orchards Pool
- Upgraded lighting
- Replaced Station 2 garage door system
- Replaced Dishwashers at Station 1&2

Lighting Issues:

- PD
- Library

HVAC Issues:

- City Hall

SysAid Work Order System:

- | | |
|---------------------------------------|----|
| • New Work requests | 31 |
| • Work Requests Pending | 1 |
| • Work Requests Completed | 20 |
| • Work Requests Remaining to Complete | 11 |



PARKS & RECREATION

JUNE 2022

MONTHLY REPORT

ADMINISTRATION

- Director met with the Modie Park Conservancy this month and with Shelly DeAtley who is donating funds towards the Wetland Restoration Project at Modie Park
- Director has been meeting weekly with the LC Valley Pickleball Club to discuss and plan for the surface replacement and court expansion project.
- Staff met with and interviewed a contract Urban Forester to fill our vacancy. Director will meet with legal to review the terms of the contract before taking it to City Council for approval.
- Director is working on a new agreement with the Modie Park Conservancy for park maintenance and operations.
- Director continued to work with JUB and its sub consultants this month on the financial models for the Community Park project. A draft Master Plan is also currently under review. The plan is scheduled to go in front of the council in September or October for review and possible approval. Prior to that, other internal city staff as well as appropriate commissions will have a chance to review the plan.
- Jayson Ulrich, the department's Recreation Supervisor, tendered his resignation from the city, has moved on to get back into campus recreation, and will be working at North Idaho College and will also be coaching basketball at Post Falls High School. The advertisement to replace his position will be out sometime in July.

CEMETERY

- Sold 3 standard adult graves
- Sold 1 cremation grave
- Assisted in planning 5 cremation burials
- Assisted in planning 3 full casket burials
- Performed 1 direct city burial of ashes
- Performed 2 monument stakings



PARKS

- Completed an asphalt pathway into Peace Park, which was paid for by the Rotary Club.
- Had 4 poles installed at Bryden Canyon Golf Course. Net is here waiting on hardware.
- Graded entrance to Bryden Canyon Golf Course.
- Built 2 pitching mounds for Little League's Tournament. Cut the outfield grass down to about 2" as requested. Broadleaf herbicide was applied to kill the clover. Edged the warning tracks and worked the tracks.
- Sono Tube was installed at DeMolay Park and the flat area for the sunshade that was dug out. Gravel will be placed and concrete poured.
- Removed a plum tree at Sunset Park that fell over.
- Bryden Canyon Tunnel water issue. We dug down 4' and were able to locate the drain pipe. This was not the way the plans showed. We had the line jetted and were able to have the water start flowing. On the west side of the tunnel, we deepened the drainage ditch to help percolate the water. We have made contact with the Corp of Engineers in the event we need to install an overflow drain.
- Bryden Canyon Pathway, Bryden Canyon edges of road, Powers and Thain roundabout have had herbicide applied.
- 3 continuous water leaks in Modie, City Hall Plaza and Normal Hill Cemetery were found and repaired. The 4th in Bert Lipps Pool/Fenton Park was turned over to Facility Maintenance.
- Routine mowing, irrigation repair, edging, spraying and grounds maintenance have taken the majority of our time.

RECREATION



Programming:

- Ongoing Men's and Women's Adult Softball League. Leagues will conclude in the month of July
- Started registration for Coed Softball League.
- T Ball started this month and our final number was 108 kids signed up.
- Rec Mobile program started this month and our numbers for the month of June are 548 participants.
- Movies Under the Stars started this month. We have had total of about 300 people show up.
- Dive and Drive movie was Monsters, INC. we had about 30 cars attend. I also painted lines at the Church Field parking lot for parking.
- Prepping for PIFCU Star Spangled Celebration in July.
- Been working on the Fall/Winter programming. Working on finding sponsors for programs.

Little League:

- Held district for Little League All Stars for Softball 10u, 11u and 12u age groups at Airport Park June 18th and 19th
 - Little League will host the state tournaments for Baseball All Stars at Airport Park in July

Babe Ruth:

- Games scheduled at Airport Babe Ruth and Clearwater, Church field has wrapped up
- Babe Ruth will continue using Airport fields for All Star Softball practices

Ball Field Rentals:

- 81 different ball field rentals during the month of June
 - 9 of which were part of all day tournament games

Fenton Rentals:

- 27 Fenton rentals during the month of June

50+ Activities:

- Took a group of 6 seniors to Winchester Bar and Grill in Winchester, ID as part of our First Friday Lunch Senior Trips

RESERVATIONS

Community Center Reservations:

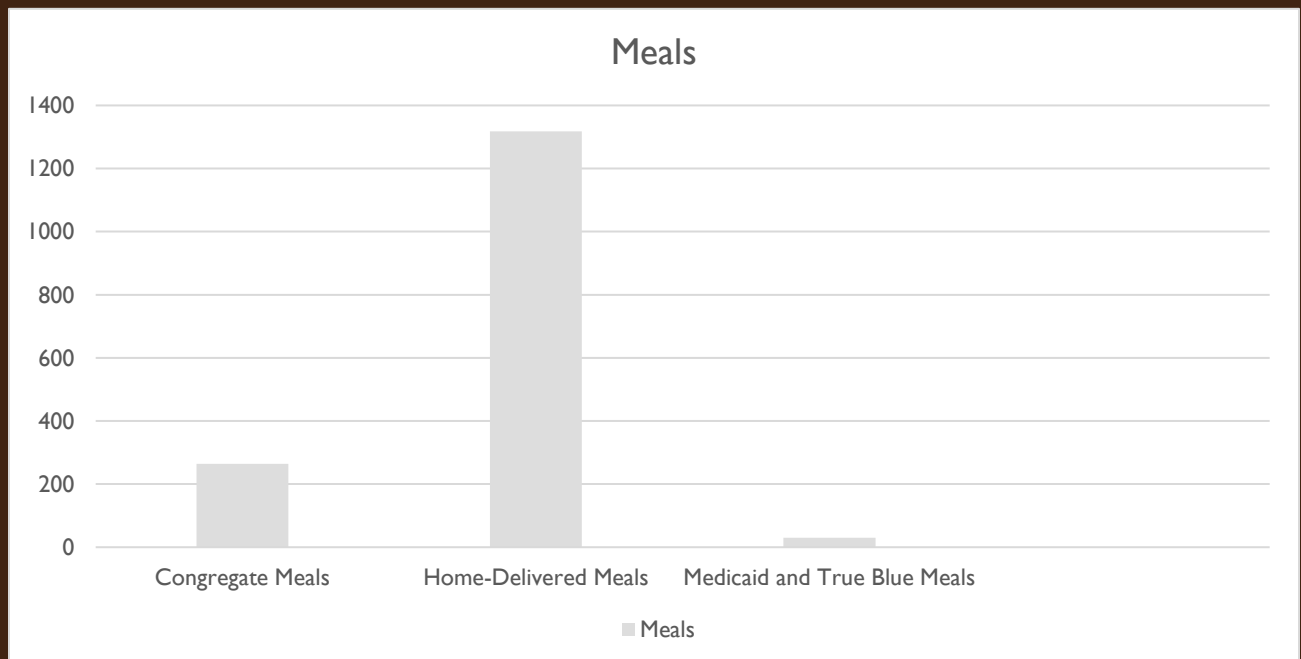
- There were fifty three (53) meetings and or events in the Community Center in June with approximately one thousand five hundred (1500) attendees and another approximately two hundred (200) drop ins.

Parks:

- There were eighty-four (84) reservations in the parks in June with approximately three thousand five hundred (3,500) people attending weddings, family reunions, graduation parties, church services, and birthday parties. The Lewiston Library was in various parks twelve times with Story time and Parks and Recreation hosted two Movies Under the Stars in Pioneer Park in June.

SENIOR NUTRITION

- Congregate Meals served this month = 264
- Home-Delivered Meals served this month = 1318
- Medicaid and True Blue Meals served this month = 30
- Volunteer hours = 146, Volunteers = 8



BUILDING MAINTENANCE



Projects:

- Constant HVAC work
- Repairing damage from leaking roofs
- Completed duct work at Library
- Repaired Service Center, PD storage and Station 1&2 garage doors
- Did certification training for custodial
- Completed monthly roof maintenance
- Completed Pool prep for summer
- Installed new light fixtures in PD
- New Lead Steven Hajost started his position as Lead Custodian
- Completed new compressor install in City Hall HVAC
- Started prep of Police Training for exterior paint
- Continuing building assessments for maintenance plan
- Completed 5 year inspection of PD Elevator
- Completed monthly inspection walks with Custodial
- Began Cartegraph training
- Installed new Paper towel dispensers in PD

Plumbing issues:

- None

Lighting Issues:

- Library
- Parks
- PD

HVAC Issues:

- City Hall, Community Center, Cemetery, Library, Old City Hall, Bell Building, City Hall

Electrical Issues:

- Library
- Parks

Key, Lock, Card Issues:

- none

SysAid Work Order System:

- New Work requests 24
- Work Requests Pending 4
- Work Requests Completed 15
- Work Requests Remaining to Complete 9