

Lewiston Urban Forestry and Cemetery Commission

MINUTES

September 23rd, 2020 – 5:30 pm

Lewiston Community Center – 1424 Main Street, Lewiston

1. CALL TO ORDER

Roll Call

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

Commission Members Absent: Julia Barrett and Jim Kleeburg

City Council Liaison Absent: John Bradbury

City Staff Liaison Present: Tim Barker

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.

There were no citizens present to comment at the meeting.

3. CONSENT AGENDA

A. Approval of Minutes from August 26th, 2020

Commissioner Miller made a motion to approve the minutes with no changes. Commissioner Hensley seconded the motion and all approved.

4. REPORTS Presentations, Communications and Correspondence

A. August Parks and Recreation Department Monthly Reports

The August Parks and Recreation Monthly Report was distributed to the commission for review. There were no comments from the commission, all appreciated the organization of the report.

B. Urban Forester Recruitment

The Urban Forester position is currently open until filled. The biggest need right now is for our annual tree planting and responding to citizen requests for street tree evaluation. Commissioner Hensley recommended looking at contracting out the role as oppose to hiring an individual to manage the program. Director Barker will look to reaching out to local landscape companies and see if there is any interest.

C. Mausoleum Project

The city has hired Steve Carlton to resurface and paint the exterior of the Mausoleum and paint the interior of the building. The project should be completed by mid-October. Facility Maintenance is also using this time as an opportunity to train on new equipment received and are stripping and refinishing the floors inside the building. New windows have also been installed on the north and south ends of the building by Lewiston Auto Glass as well as new exterior doors. T

D. Cremation Niches and Amenities

Staff are waiting for the surveying to be completed by JUB before the landscape architect firm can create their initial design for review. The project is scheduled to be completed in fiscal year 2021, it had originally been completed in 2020. The hope is that at the October meeting we can review the landscape design for the project.

5. **ACTION ITEMS**

A. **NEW BUSINESS**

i. Election of Commission Chair

Commissioner Miller made a motion to elect Commissioner Phillips as the new Chair for the Urban Forestry and Cemetery Commission. Commissioner Goetzinger seconded the motion. There were no other nominations for the role. All voted in favor of electing Commissioner Phillips as the new Chair.

B. **OLD BUSINESS**

i. Legacy Bench and Tree Program

Director Barker provided an update on the program and reminded the commission that we reviewed and revamped the program form and pricing last year. This is a program where we only charge what the price of the tree and plaque are costing us. We have received a lot of interest in the program over the past 6 months from people interested in participating. This program allows us an opportunity to expand our urban forest and park amenities without utilizing our own budget to do so. It supplements what we plan for in our regular operations.

ii. Cemetery Maintenance

City Park Maintenance staff have shifted their priorities and are working at the Cemetery in the afternoons currently. There was one additional staff member hired at the site so there are 3 seasonal staff members that are maintaining the space in addition to the park staff. This will continue through the remainder of the season as needed. Commissioner Hensley asked if the city has considered contracting out the maintenance of the cemetery, Director Barker replied and let the commission know that we had looked into it last spring and two separate companies both declined to provide a bid.

iii. Children's Brochure

Director Barker had reached out to the school district for feedback on the brochure. He is waiting for comments before printing. The commission discussed including recognition of Bill Malcom in the brochure. Director Barker will create something to be incorporated into the brochure. The project will be completed in the next month and printed for distribution.

iv. Buyback Program

Director Barker will be meeting with the city's Public Information Officer to get promotions put together for the program to market it so it is ready for the October 1 kickoff. The city will share information related to the program in their next monthly newsletter as well as cross promoting it in other areas within the city's social media and website locations.

v. Lewiston High School Landscape Plan

The commission has previously shared concerns with staff about the lack of interior parking lot trees at the new high school. Director Barker reached out to the Community Development Department to find out what process was taken by the school district to request a waiver of the requirement of parking lot trees. The commission received a packet of information that referenced meeting minutes, discussions and plans for the project that were approved by both

city staff as well as the Planning and Zoning Commission. The reason provided for the request by the school district was due to safety concerns. The commission would like to see that they are included in any request for a waiver of urban forestry related items within future development plans in the city. This will be a point of discussion when we schedule an upcoming meeting related to the topic “City Code, Development Requirements and Enforcement”.

6. COMMISSION MEMBER COMMENTS

Commissioner Miller suggested that we create a way to recognize former commission member Bill Malcom for the work and efforts he put into the commission over his 10 years of service. The commission discussed planting a tree on Arbor Day in the State Tree Grove of Bill’s selection. A 4th grade class at Webster could assist in the planting process as they had been a few years ago. This would be scheduled to occur in late April.

Commissioner Phillips shared some examples of signage that could be placed around the city related to the Urban Forestry Campaign, to help promote good care and the development of our urban forest.

7. CITY COUNCIL LIAISON COMMENTS

The commission’s City Council Liaison was not present at the meeting

8. NEXT MEETING

A. Wednesday, October 28th at the Lewiston Community Center

The commission discussed rescheduling their October and November meetings due to conflicts. The October meeting will be held on Wednesday, November 4th and the November meeting, will be held on December 2nd. A decision regarding a need for a December meeting or to not meet will be discussed at our November meeting.

9. FUTURE AGENDA TOPICS

- A. Ground Penetrating Radar (November)
- B. City Code, Development Requirements and Enforcement (November)
- C. Goose Deterrent (November)
- D. University of Idaho Arboretum Tour (Spring)
- E. Sunscald Concerns within Lewiston (Winter)
- F. Educational Topics Related to the Urban Forest Campaign (Winter)
- G. Future Cemetery Maintenance Options (November)

10. ADJOURNMENT

Commissioner Miller made a motion to adjourn the meeting, Commissioner Goetzinger seconded the motion. The meeting ended at 6:50PM.