

Lewiston Urban Forestry and Cemetery Commission Minutes

February 26th, 2019 – 5:30 pm

Lewiston Community Center – 1424 Main Street, Lewiston

1. **CALL TO ORDER**

Roll Call

Malcom

Bill Malcom, Shirley Phillips, Maxine Miller, Elizabeth Goetzinger

Commission Members Absent: Julia Barrett, Bob Brown

City Staff: Tim Barker, Brian Jarolimek

City Council Liaison Absent: Jim Kleeburg

Meeting called to order at 5:31 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.

Malcom

None.

3. **CONSENT AGENDA**

A. Approval of Minutes from January 8th, 2019

Malcom

Phillips motioned to approve. Goetzinger seconded. All approved.

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

A. Cemetery & Urban Forestry Monthly Reports

Barker

While reviewing the Cemetery monthly reports from December and January, members asked about the cemetery project of identifying unoccupied, sold graves. Bourassa updated the Commission and said that she was locating next-of-kin names for each of the graves in question, which is a time-consuming process.

While reviewing the Urban Forestry monthly reports from December and January, Miller asked Jarolimek if he was preserving some young trees for the cemetery pruning event. He said that he had some ideas for the event, and Miller also discussed some information about trees that she found that might be helpful to utilize as well.

Phillips asked about the 9th Street Grade project that Jarolimek has been working on that were listed on his monthly reports. Barker explained that there were overgrown trees on city property at that location, and explained what has been done by the City to maintain/remove them while still keeping the hillside stabilized. He also discussed working with the neighbors to maintain the hillside, as some of it is technically the homeowner's issue.

Goetzinger asked about a large tree that was cut down at the cemetery. Jarolimek discussed the removal of a maple tree, as well as one other hazardous tree in the cemetery.

Goetzinger asked where the large pile of rocks came from that are on the south end of the cemetery. Barker said that the rock is from the Public Works project and was dug up from underneath the roadway. He said the contractor offered the rock to the Parks Department, so he wants to figure out if it can be utilized, possibly as decoration in some of the parks.

Goetzinger asked about the irrigation problems in the Fenton Gym parking lot, and Jarolimek said that it was fixing a known issue with the irrigation line that waters the trees in that lot.

B. Update to Code Review Process

Barker

Barker explained that he and other department heads attended a meeting with the Legal department, where they were advised that there are 12 different requests for Code review right now throughout the City. He said there was a schedule of anticipated completion dates, which included both the Cemetery Code and Urban Forestry Code. The anticipated date for the Cemetery Code to be completed is June 1st, while the Urban Forestry Code is scheduled to be complete by December. He also discussed his plan to meet with other departments regarding the Commission's suggested changes to the Urban Forestry Code, since the Urban Forestry Code is spread throughout so many chapters of the City Code.

Barker also let Commission members know about the meeting that he and Bourassa had with the Assistant City Attorney last week and the plan for re-working the format of the Cemetery Code, essentially starting from scratch instead of trying to re-work the current structure.

C. Public Works Construction Staging Update

Barker

Barker said that the department contacted Public Works regarding the contractor who is utilizing the south end of the cemetery as a staging area, as the contractor has been leaving various trash and debris on the property. He mentioned that there is also the possibility of some turf/irrigation damage and that he is keeping his eye on it, but to let either him or Bourassa know if there were any concerns.

5. **ACTION ITEMS**

A. **NEW BUSINESS**

B. **OLD BUSINESS**

i. State Tree Kiosk and Brochure

Malcom

After a discussion about the photos that were used on the draft of the State Tree Grove kiosk, it was decided to remove the two historic photos from the draft and to replace them with one of the photos of Division 3 that was taken last year, a photo of one of the blue State Tree identification tags, and the illustration of the Western White Pine that had been submitted for consideration prior to the meeting.

ii. Arbor Day Event/Tree City USA

Miller/

Miller said that the tree pruning event at the cemetery should be held Jarolimek sometime in the Spring, but not on Arbor Day. Jarolimek agreed and said that he had been thinking it would be beneficial to honor someone who has played a large role in urban forestry over the years with an award as well. Miller said that there are awards

through Tree City USA that it would be worth looking into, and Phillips recommended that if it was too late in the year to nominate for one of their awards, we should look into having our own plaque made. Malcom also mentioned that gifting a Legacy Tree might be a good option.

iii. Awards for Excellence

Miller

Miller said that the letter for the Award for Excellence is complete and ready to go for the first award. She said that she looked at Coeur d'Alene's award that was given to Kootenai Medical and they had a similar approach, but she said she would also like to add some explanation in the letter as to why trees are important. Miller said that the Dogwood Festival, Arbor Day, and Earth Day are all in April, so she would suggest presenting the award sometime around those festivities.

iv. Proposed Cemetery Projects Update

Barker

Barker said there are two projects related to the mausoleum that were approved this year, and those projects will be completed when the weather gets warmer. The two projects are putting new stucco on the outside of the mausoleum and some interior upgrades, including replacing the northern and southern windows. He said he would bring more updates on those projects to next month's meeting.

Barker said that one of his goals in his portion of the Strategic Plan is implementing the Normal Hill Master Plan recommendations and strategies. He received some comments back from Council at a retreat that they attended on Sunday, which he said he would also go over next month.

Goetzinger asked about whether or not water was going to be an issue at the cemetery this summer. Barker said we wouldn't be utilizing the well for the water, but the specifics of the domestic water usage has not been finalized.

Phillips asked about the red shirt/inmate program at the cemetery. Barker said that the college is considering bringing back the program, which would be a huge help to the City, but he said that we are creating a backup plan if needed. He said he is hopeful that the inmate program will continue.

v. Normal Hill Historic Overlay Expansion

Barker

Barker asked if anyone attended the neighborhood meeting in January regarding the Normal Hill Historic Overlay expansion, and all members said they had been unable to attend. He said that he would check with Jacqui Gilbert and see when the next meeting was scheduled and let the Commission members know in case they were available.

vi. Tree Plaque Update

Malcom

Malcom began by showing an identification tag that he located in the Masonic section that had been placed on a state tree during a previous project. The tag was broken in half, as the tree had grown around the tag and snapped it.

Malcom also showed some examples of different tags that could be used for the non-state trees once the Commission starts to label those. Of the samples shown, several members showed interest in the green color for the non-state-tree tags.

6. COMMISSION MEMBER COMMENTS

Goetzinger brought up the goose issue at the cemetery. Barker had printed out a question/answer thread that had been posted on the National Recreation and Parks Association website with some suggestions that he gave to Goetzinger to review. She also mentioned that there is a website where a person can commission the site, they will do an overlay of the area that the person is concerned about, and then come up with a plan to deal with the issue and make suggestions. During a discussion, Malcom said that we could possibly contact the high school and see if their industrial department could come up with a robot to combat the problem, and Barker said he has partnered with the Engineering Club at LC previously and they might be able to help with ideas.

Malcom asked what the chance of getting one new wire trash can at the cemetery would be. Barker said that he could bring some pamphlets to show samples at the next meeting.

7. CITY COUNCIL LIAISON COMMENTS

None.

8. NEXT MEETING

A. Tuesday, March 26th at the Lewiston Community Center

9. FUTURE AGENDA TOPICS

- A. Educational Topics from the Urban Forester
- B. Advisory Commission Review

10. ADJOURNMENT

Phillips motioned to adjourn, Goetzinger seconded. All approved. Meeting adjourned at 6:46 PM.

Jenny Bourassa, Recording Secretary

Date