

# Lewiston Urban Forestry and Cemetery Commission Minutes

March 26<sup>th</sup>, 2019 – 5:30 pm

Lewiston Community Center – 1424 Main Street, Lewiston

1. **CALL TO ORDER**

Roll Call

Malcom

Bill Malcom, Maxine Miller, Elizabeth Goetzing, Julia Barrett  
Commission Members Absent: Shirley Phillips, Bob Brown  
City Staff: Tim Barker, Brian Jarolimek  
City Council Liaison: Jim Kleeburg

Meeting called to order at 5:35 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 February 26<sup>th</sup>, 2019

Malcom

Miller motioned to approve, Barrett seconded. All approved.

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

A. Cemetery & Urban Forestry Monthly Reports

Barker

Members looked over the February monthly reports for the Cemetery and Urban Forestry. There were no questions regarding either report.

Barker talked about information that Malcom had sent him regarding an advertisement for AARP's Community Challenge. He said there are grants available for outdoor, community-related projects that he is planning to apply for in relation to the cemetery. Barker said that he will apply for the grant and if the money is received, it can be used for benches, garbage cans, wayfinding signage, and possibly the exterior fencing.

5. **ACTION ITEMS**

A. **NEW BUSINESS**

i. Cemetery Code Final Review

Barker

Barker briefly went over the documents from the City Attorney's Office that were included in the agenda packet. Members discussed a few questions/suggestions that they had, which will be passed on to the Assistant City Attorney for her review. Barker also let Commission members know that the City Council work session where the Cemetery

Code revision will be discussed is Monday, April 1<sup>st</sup>, at 3 PM if they are interested and able to attend.

- ii. Arbor Day Jarolimek  
Jarolimek said this year's Arbor Day presentation will be at Modie Park on April 26<sup>th</sup>. He said that beyond the standard celebration, he is planning to present a couple of awards, and plant trees near the shelter at the park in honor of the recipients.

Kleeburg had to leave the meeting early, but briefly reminded the Commission about Open Meeting Laws. He said not to hit "reply all" on e-mails, but to only reply to Bourassa or Barker and not to the entire Commission.

Kleeburg left the meeting at 6:22 PM.

Later in the meeting, Jarolimek came back to this topic and said that he was contacted by an Insect and Disease Specialist from the Department of Lands and that they found a pine beetle in Lewiston that is concerning to them. The specialist is going to come down and work with Jarolimek to set up some traps, and she wants to take a tour of any trees in town that he believes may have issues. Jarolimek also told the Commission about an Arbor Day program where tree seedlings are passed out to 4<sup>th</sup> graders in North Idaho, and said that he is planning to participate in the program this year.

## B. OLD BUSINESS

- i. Cemetery Pruning Event Miller/  
Jarolimek  
Jarolimek said that the pruning event will be held on Wednesday, May 15<sup>th</sup>. After some discussion about whether the event should take place in multiple locations or just at the cemetery, Jarolimek decided that he can transport some trees from his nursery to the cemetery, so the entire event could take place in one location.

It was discussed that we should have people pre-register for the event, which will be free of charge, and that the event would be geared towards homeowners more so than pruning companies. Members brainstormed ideas about how to get the information out to the public and what type of handouts to utilize so that participants would have information to take home with them.

- ii. Awards for Excellence Miller  
Miller said that she found a letter that the City of Coeur d'Alene uses for their awards, and said that they accept nominations from citizens, which she thought was an idea that we could implement. Other members agreed, and said that some type of nomination form should be available on the City website. Barrett also said that she liked the idea of giving citizens a broad idea of what criteria the Commission is looking for in selecting a recipient for this award (ie, mature tree canopy, not annual plantings).

After some discussion, it was decided that the first award should be given at the selected recipient's location in July when it is hot outside, since the cooling function of their shade trees would be on full display at that time.

- iii. Tree Plaque Update Malcom

Malcom said that he has not put any plaques up this month, but he gave Bourassa some updates for the State Tree Grove map. He said that he and Jarolimek will get together and work on identifying more trees with the GIS program as well.

**6. COMMISSION MEMBER COMMENTS**

Malcom talked about Commission members being present at the meetings, as it is difficult to get a quorum for our meetings right now. Members brainstormed where we could advertise our open Commission position and hopefully get some applications.

Malcom also said that he and Jarolimek were talking about utilizing a few empty graves in the cemetery as tree planting sites.

**7. CITY COUNCIL LIAISON COMMENTS**

None.

**8. NEXT MEETING**

A. Tuesday, April 23<sup>rd</sup> at the Lewiston Community Center

**9. FUTURE AGENDA TOPICS**

A. Educational Topics from the Urban Forester

B. Advisory Commission Review

**10. ADJOURNMENT**

Goetzinger motioned to adjourn, Barrett seconded. All approved. Meeting adjourned at 7:03 PM.

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Jenny Bourassa, Recording Secretary

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Date