

Lewiston Urban Forestry and Cemetery Commission Minutes

July 23rd, 2019 – 5:30 pm

Lewiston Community Center – 1424 Main Street, Lewiston

1. **CALL TO ORDER**

Roll Call

Malcom

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

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 May 21st, 2019

Malcom

Brown had two questions regarding the minutes from the portion of the previous meeting that he had missed. The first was regarding the removal of trees at Little Clearwater and the second was regarding the lack of inventory at the cemetery and the projects to create new inventory. Other members explained more regarding the removal of trees at Little Clearwater, the buyback program, the grave reclamation project, and the cemetery expansion.

At the end of the discussion, Brown moved to approve the May 21st, 2019 minutes. Goetzinger seconded. All approved.

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

A. Cemetery & Urban Forestry Monthly Reports

Barker

Barker advised the Commission that both the May and June monthly reports for the Cemetery and Urban Forestry were included in the packet. On the Urban Forestry monthly report for May, Brown said that he felt there were a lot of activities, but it was lacking detail. Other members explained that normally, Jarolimek would be at the meeting and answer questions as they come up. Barker also said that if the Commission would like a little more detail on the reports, he can ask Jarolimek to be more specific.

Malcom mentioned that the cemetery appeared to be busy the last couple of months. Bourassa confirmed that June was busier than the average month.

5. ACTION ITEMS

A. NEW BUSINESS

i. Cemetery Operations

Barker

Barker updated Commission members on the status of irrigation at the cemetery. The cemetery is currently utilizing the well for irrigation water after the well failed the initial testing to be potable water for residential use. He said that the cemetery will be on the well until at least the end of this year. Public Works will likely re-test the well water in the winter.

Barker said that the inmate program for cemetery maintenance this year is not ideal. He explained that the inmates are only working two days a week and there are areas within the cemetery that go almost two weeks without getting mowed. The crew has been inconsistent as well, with a higher turnover rate than other years. He said that some of the Parks maintenance workers have been assisting in the cemetery to ensure that all of the mowing is being completed each week. Parks workers are currently pruning on 7th Street and 15th Avenue and are planning to prune on the 4th Street side of the cemetery this fall. He explained that next year, the department will look at utilizing seasonal labor instead of the inmate program for more consistency.

Barker said the cemetery is still dealing with some of the issues from the lack of water last year. He explained that there is ground cover throughout the cemetery that is green, but if maintenance sprayed it now, the cemetery would look brown. The plan is to spray it in the fall and then over-seed the grounds.

Barker mentioned that both the cemetery and the Parks & Recreation main office have new door logos. He is also looking at some wayfinding signage for inside the cemetery, as well as benches and garbage cans. He is planning to bring options to the August meeting to show the Commission.

Barker discussed the new office hours at the cemetery and Bourassa's new position at City Hall. He said that the City Manager approached him about the idea of a split position, and now Bourassa is working half-time at the cemetery and half-time at the City Hall. He said the revenues at the cemetery are not showing that a full-time admin is needed and splitting the position will save the cemetery budget approximately \$30,000 to \$35,000 a year in wages and benefits. He explained that Bourassa answers the cemetery phone number at City Hall in the afternoons and has access to all of the necessary computer files, just not the large plat book.

ii. Normal Hill Heritage Overlay District Update and Letter of Support

Barker

Barker reminded Commission members that Jacqui Gilbert had given a presentation at a previous meeting regarding the Normal Hill Historical Overlay. He said he has attended several Historic Preservation Commission meetings recently as well to ensure that he is updated on issues that are being discussed that might involve the cemetery.

He explained that the Historic Preservation Commission is looking at only including the cemetery in Phase 2 of their expansion instead of the entire area from 11th Avenue to

Southway that was previously discussed. If the cemetery were included in the overlay, it would allow for potential grant opportunities for the cemetery. The Historic Preservation Commission requested that the Urban Forestry and Cemetery Commission draft a letter of support that they include the exterior boundaries of the Normal Hill Cemetery into the overlay. Phillips noted that when the presentation was made, there were no negatives that were brought forward. Goetzinger motioned to draft a letter of support for the Normal Hill Heritage Overlay to include the exterior boundaries of the Normal Hill Cemetery. Phillips seconded, and all other members approved. It was decided that Bourassa would draft a letter and then suggestions and changes would be discussed at the next meeting.

Barker also said the Historic Preservation Commission is looking at putting the cemetery on the Historic Registry, so that will be a discussion moving forward.

B. OLD BUSINESS

i. Awards for Excellence

Miller

This topic was not discussed, as Miller was not at the meeting.

ii. Tree Plaque Update

Malcom

Malcom said he put up three new tree plaques since the last meeting, and one change needs to be made on the map. He said he has a few more to place, so he will be figuring out which trees to put them on.

Malcom then passed out a version of labels for the non-state trees, which are black with white writing. Members agreed that the black plaques would work well for the non-state trees.

Malcom also mentioned that he spent a day looking at some of the plaques that had been placed previously, and was surprised to find that trees had grown and compressed against several of the plaques. He loosened plaques and put longer screws into some, but he said it confirms that there needs to be periodic maintenance done with the plaques.

6. COMMISSION MEMBER COMMENTS

Malcom reminded other members that at the last meeting held at the Community Center, he passed out information from the Congressional Cemetery in Washington, D.C. He had a brochure of information on people of interest who were buried at the cemetery, and proposed creating a similar brochure for Normal Hill Cemetery in the future.

Goetzinger requested that the Commission talk about goose deterrents at the August meeting in preparation for when it becomes an issue again next spring.

7. CITY COUNCIL LIAISON COMMENTS

None.

8. NEXT MEETING

A. Tuesday, August 27th 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. Meeting adjourned at 6:47 PM.

Jenny Bourassa, Recording Secretary

Date