



TOWN OF WAYNESVILLE

Cemetery Committee

16 South Main Street
Waynesville, NC 28786
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www.waynesvillenc.gov

Board Members

Edwin Fish-Vice Chairman
Roy Pressley
Warren Putnam
Bill Revis

Asset Services

Manager
Julie Grasty

AGENDA

July 18, 2023-2:00 PM

Call to order-Vice Chairman Edwin Fish

1. Approval of Minutes from January 17, 2023, regular meeting and May 16, 2023, work session.
2. Election of Chairman and Vice-Chairman
3. Public Comment
4. Request for Historical Tour of Green Hill Cemetery-Historic Preservation Commission
5. Cemetery Update-Julie Grasty, Asset Services Manager
6. Discussion:
 - a. Arch Repair
 - b. 20-Year Plan
7. Other Business
8. Adjourn

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
REGULAR MEETING
January 17, 2023**

THE WAYNESVILLE CEMETERY COMMISSION held its regular meeting on Tuesday January 17, 2023, at 2:00 p.m. in the training room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

A. CALL TO ORDER

Chairman Sharon Franks called the meeting to order at 2:00 p.m. with the following members present:

Edwin Fish
William Revis
Warren Putnam
Sharon Franks
Lisa Cook

The following Committee member was absent:

Elizabeth Atkinson
Roy Pressley

The following staff members were present:

Asset Services Manager- Julie Grasty
Cemetery Services Specialist- Matt Wright
Public Works Director-Jeff Stines

1. Adoption of Minutes

A motion was made by Commission Member Bill Revis, seconded by Commission member Edwin Fish, to approve the minutes of the October 18, 2022, regular meeting as presented. The motion passed unanimously.

2. Resignation of Elizabeth Atkinson

Prior to the start of the meeting Elizabeth Atkinson presented her letter of resignation to Chairman Sharon Franks. Asset Services Manager told the Committee she would turn the letter into the Town Clerk's office for her to post the vacancy.

3. Public Comment

No public Comment

4. Cemetery Update:

Asset Services Manager Julie Grasty gave an update of Cemetery Operations. The Cemetery is fully staffed at this time. Wreaths Across America was a success and the wreaths will be removed this weekend. Committee members were given photos of the parking in the Cemetery at Halloween. There was much discussion about parking and what would be a good solution.

A motion was made by Commission Member Warren Putnam for Asset Services Manger to work with the Public Works Director to devise a plan to prevent parking in the Cemetery during events such as Halloween/Thanksgiving, seconded by Commission Member Edwin Fish. The motion passed unanimously.

5. Discussion-

- a. **20-Year Plan-** There was much discussion about budgeting for the RFQ in the upcoming budget. It was the consensus of the Committee to have Asset Services Manager Julie Grasty to budget \$ 40,000 in the Cemetery's Professional Services line-item budget.
- b. **FYE 2024 Budget-**There was much discussion about other items to include in the 2024 budget. It was the consensus of the Committee to budget for the following: Arch Repair with Rock Work, additional rock work repair for walls and increase materials and supplies for hand rails.

E. Other Business

Committee members were given the 2023 meeting schedule.

The next meeting is scheduled for March 21, 2023, at 2:00 pm.

F. Adjourn

With no further business, a motion was made by Commission Member Edwin Fish seconded by Commission Member Warren Putnam to adjourn the meeting at 3:14 pm. The motion carried unanimously.

ATTEST:

Julie Grasty, Asset Services Manager

Edwin Fish, Vice-Chairman

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
WORK SESSION
May 16, 2023**

THE WAYNESVILLE CEMETERY COMMISSION held a work session on Tuesday May 16th, 2023, at 10:00 a.m. in the small conference room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

A. CALL TO ORDER

Vice-Chairman Edwin Fish called the meeting to order at 10:00 a.m. with the following members present:

Roy Pressley
William Revis
Warren Putnam

The following staff members were present:

Asset Services Manager- Julie Grasty

1. Vice-Chairman Edwin Fish talked about the vacancies on the Committee and asked members to reach out to see if anyone was interested in serving on the Committee.

Asset Services Manager Julie Grasty gave each member present a memo from Town Attorney Martha Bradley on North Carolina Public Records Law. Each member is to read the memo and if there are any questions to direct them to the Town Attorney.

2. **Public Comment**

No public Comment

3. **Cemetery Update:**

Asset Services Manager Julie Grasty gave an update of Cemetery Operations. The Cemetery is once again not fully staffed, the position has been posted. Ms. Grasty informed the Committee that the railing work was complete for this budget year and tree work has also been completed in Green Hill. Additional tree work at Dix Hill will hopefully be completed by June 30th.

4. **Discussion-**

- a. **20-Year Plan-** Asset Services Manager Julie Grasty presented a draft RFQ for the 20-year plan. She asked each member to take the plan and come up with suggestions/changes by the July 18th meeting.
- b. **FYE 2024 Budget-** Ms. Grasty gave an update on the upcoming budget process: A new rate schedule has been presented to the Town Council for approval. Ms. Grasty explained that there had not been a rate increase since 2013 and the increase was well overdue.

The Committee was all in favor of the increase and wanted to see increases more consistently in the future. Ms. Grasty informed the Committee that the Arch improvements and the 20-year plan has been presented to the Town Council and will be voted on June 27th.

E. Other Business

Committee Bill Revis mentioned that he had received a complaint about vehicles parking in the Cemetery being loud and drinking-the citizen called the Police.

There was much discussion about speeding/cutting through the Cemetery and what could be done to address those issues.

Mother's Day weekend visitors to Haywood Lodge had once again parked on the grass in the Cemetery, the Committee asked Asset Services Manager Julie Grasty to get a quote on a split-rail fence to go along Morning Drive and Shelton Street

The next meeting is scheduled for July 18th, 2023, at 2:00 pm.

F. Adjourn

With no further business, a motion was made by Commission Member Warren Putnam seconded by Commission Member Roy Pressley to adjourn the meeting at 11:10 a.m. The motion carried unanimously.

ATTEST:

Julie Grasty, Asset Services Manager

Edwin Fish, Vice-Chairman



TOWN OF WAYNESVILLE

Historic Preservation Commission

9 South Main Street
Waynesville, NC 28786

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Alex McKay-Chairman
Rodney Conard-Vice-Chair
Clare Bass
Judi Donovan
Glenn Duerr
Linda Ann Lee
Anne Marie Miller
Bill Revis
Caroline Williamson

Development Services
Director
Elizabeth Teague

Memo

To: Waynesville Cemetery Committee
From: Byron Hickox, Land Use Administrator
Date: 7/13/2023
Re: Request to

Since 2016, the Waynesville Historic Preservation Commission has conducted a tour of Green Hill Cemetery in October. The tour features several local individuals portraying prominent or interesting figures who are interred in Green Hill. The portrayals share details about the individual's life stories and how those stories fit in with the larger history of Waynesville, Haywood County, and western North Carolina. This event publicizes the importance of Green Hill as a part of Waynesville's history and promotes interest in its preservation and protection.

The Historic Preservation Commission therefore asks that the Cemetery Committee recommend to the Town Council approval of its request to hold the 8th Annual Green Hill Cemetery Tour on October 14th from 4:00 PM to 5:30 PM, with October 21st also approved as a contingency date in case of inclement weather on October 14th.

If you have any questions or comments, do not hesitate to contact me by phone at 828-452-0401 or by e-mail at bhickox@waynesvillenc.gov.