



TOWN OF WAYNESVILLE

Cemetery Committee

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Board Members

Edwin Fish-Chairman
Roy Pressley
Warren Putnam
Bill Revis
Beth Elsey

Asset Services

Manager
Julie Grasty

AGENDA

July 16, 2024-2:00 PM

Call to order-Chairman Edwin Fish

1. Approval of Minutes from March 19, 2024, regular meeting and June 5, 2024, special called meeting.
2. Election of Chairman and Vice-Chairman
3. Public Comment
4. Cemetery Update-Julie Grasty, Asset Services Manager
5. Discussion:
 - a. Master Plan
 - b. Master Plan Public Meeting- August 22, 2:00 pm - 4:00 pm
 - c. Arch Restoration Project
6. Other Business
7. Adjourn

MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
REGULAR MEETING
March 19th, 2024

THE WAYNESVILLE CEMETERY COMMISSION held its regular called meeting on Thursday March 19th, at 2:00 p.m. in the training room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

A. CALL TO ORDER

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

William Revis
Roy Pressley
Warren Putnam
Beth Elsey

The following staff members were present:

Asset Services Manager- Julie Grasty
Cemetery Services Specialist- Matt Wright

1. Adoption of Minutes

A motion was made by Commission Member Roy Pressley, seconded by Commission member Warren Putnam, to approve the minutes of the January 25th, 2024 regular meeting as presented. The motion passed unanimously.

2. Public Comment

No public Comment

3. Cemetery Update:

Asset Services Manager Julie Grasty gave an update of Cemetery Operations. The Cemetery is fully staffed at this time and operations are normal. Staff is beginning to mow and fill in low areas within the Cemetery. Staff has also began a turf management system to improve the health and appearance of the turf(grass). Mrs. Grasty informed the committee that she has decided to retire in March of 2025 and in the coming year will start the process to train a replacement. When the budget was submitted it included a newly created position Cemetery Supervisor/Manager, hopefully the position will get funded so that there are no gaps in the management of the Cemetery.

4. Discussion-

- a. Master Plan RFQ-**The Town Council voted to award the Master Plan to WC Fry contingent on the addition of public workshop/meeting. Asset Services Manager explained that she had received the quote for the additional work and would be presenting it to the Town

Council at their meeting on March 26th, 2024. After the March 26th Town Council Meeting, a contract will be awarded to WC Fry. Mrs. Grasty will work with WC Fry to schedule the initial meeting and will update the Committee once meeting dates have been confirmed. There was much discussion about the five(5) phases of the Master Plan and the work that goes into each phase.

The Committee asked Mrs. Grasty to write a of letter of appreciation to the Mayor and Council for funding the Master Plan.

5. Other Business

- a. **Funeral Home Sub-Contractors**-At the March 12th Town Council meeting the Mayor asked about the status of the procedures for sub-contractors working in the Cemetery. Asset Services Manager Julie Grasty stated that Town Staff will be working with the Town Attorney to craft a possible procedure/policy for the future.
- b. **Arch Repairs**-Committee Member Bill Revis expressed concerned over the repairs to the arch that is scheduled for May. Asset Services Manager will set-up a meeting with AG Stonework and Mr. Revis

The next meeting is scheduled for July 16th, 2024, at 2:00 pm.

F. Adjourn

With no further business, a motion was made by Commission Member Warren Putnam seconded by Commission Member Bill Revis to adjourn the meeting at 3:00 pm. The motion carried unanimously.

ATTEST:

Julie Grasty, Asset Services Manager

Edwin Fish, Chairman

MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
SPECIAL CALLED MEETING
June 5th, 2024

THE WAYNESVILLE CEMETERY COMMISSION held a special called meeting on Wednesday June 5th, at 9:00 a.m. in the training room of the Public Services Building, 129 Legion Drive, Waynesville, NC. This meeting is to allow members of the Cemetery Committee to discuss the Green Hill Cemetery Master Plan with the WC Fry Team.

Asset Services Manager Julie Grasty opened the special called meeting with following members present:

Chairman Edwin Fish
William Revis
Roy Pressley
Warren Putnam
Beth Elsey

The following staff members were present:

Asset Services Manager- Julie Grasty
Cemetery Services Specialist- Matt Wright

The following members of the WC Fry Team were present:

Wendy Fry, ASLA- WC Fry Design
Alisha Goldstein, PE-Withers Ravenel
Larry Sloane, LF Sloane Consulting Group
Annie McDonald, Richard Grubb & Associates

1. Discussion-

Asset Services Manager Julie Grasty introduced Wendy Fry with WC Fry Design and turned the meeting over to the Master Plan Team. Each member of the team introduced themselves and the role they would play in the development of the Master Plan. Wendy Fry then opened the meeting to the Cemetery Committee for their goals and brainstorming. The following items were suggested by the Cemetery Committee:

Committee Member Bill Revis:

ADA Accessibility, addition of roads and sidewalks, ideas on Public Art possibly in the Veterans Section, more points of interest similar to those in the historic section, preserving the trees and walls. Phase the work for the future while protecting the asset.

Chairman Edwin Fish:

Addition of roads and sidewalks, Veterans cremation section increased to ½ of a grave instead of 2x2, ADA accessibility.

Committee Member Roy Pressley:

Access road to the Veterans Section, access between Veterans section 3 & 4, recommendations for the transition between Veterans Section 3 & 4.

Committee Member Warren Putnam:

Agrees with the goals of other committee members, Concerns about Veterans and County Section.

Committee Member Beth Elsey:

Agrees with the goals of other committee members.

Asset Services Manager asked that Annie McDonald with Richard Grubb & Associates share her ideas for the Historic Section.

The next meeting is scheduled for July 16th, 2024, at 2:00 pm.

ATTEST:

Julie Grasty, Asset Services Manager

Edwin Fish, Chairman