

**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 25<sup>th</sup>, 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 26<sup>th</sup>, 2024. After the March 26<sup>th</sup> 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**

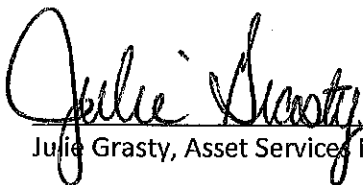
- a. **Funeral Home Sub-Contractors**-At the March 12<sup>th</sup> Town Council meeting the Mayor asked about the status of the procedures for sub-contractors working in the Cemetery. Asset Services Manager Julie Grasty stated that Town Staff will be working with the Town Attorney to craft a possible 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