

Summary Report
City of Raleigh Historic Cemeteries Advisory Board

**Borden Building * 820 Clay Street
Monday, May 14, 2012**

Members Present:

Jane Thurman- Raleigh City Cemeteries Preservation, Inc.
David Brown- Raleigh City Cemeteries Preservation, Inc.
Wayne Schindler- City of Raleigh Parks and Recreation Department
Jimmy Thiem- Parks, Recreation and Greenway Advisory Board
Terry Harper- Raleigh City Cemeteries Preservation, Inc.

Members Absent: (excused)

Danny Morgan- City of Raleigh Parks and Recreation Department
Orrin Haywood- Raleigh City Cemeteries Preservation, Inc.

Members Absent: (unexcused)

Jason Queen- Preservation North Carolina
Doris Burke- Parks, Recreation and Greenways Advisory Board

City of Raleigh Staff Present:

Christy Cornell
Sally Thigpen, Urban Forester

CALL TO ORDER

Mr. David Brown called the meeting to order at 5:33 p.m.

The Board reviewed the minutes from the 4/9/12 meeting. Christy noted a necessary date change under the 'Call to Order' section. Wayne asked that Danny be included in the Maintenance Manual Ad-hoc committee for the Maintenance Manual. Jane motioned to approve, Jimmy seconded. With these changes, the minutes were unanimously approved.

DISCUSSION

OLD BUSINESS

Wayne mentioned David's presentation to Council on May 1st. The presentation was well-received.

Christy reviewed RFP updates. Dean is almost finished with the initial headstone repairs. The Board agreed to a walk-through to examine his work. He will begin amendment work very soon. The cobblestone repairs are dependent on the replacement of stone edging. The cobblestone RFP will be held until the repair is made. The fencing repair will require additional design service work. Staff will prepare an RFQ for the necessary design work.

Christy noted that David Berra has provided pricing on signage and trashcans for the cemeteries. PO's will be entered soon to encumber FY12 funds. Once language is finalized, it will be sent for review by the Board along with location maps of the signs and trashcans.

Follow up comments on the Maintenance Manual document are requested.

The Board discussed membership for the remaining year of the 2nd term. Doris Burke's PRGAB membership is expiring and she is not eligible for reappointment. The Board agreed that two members of the PRGAB should continue to serve on this board. A request will be made to the PRGAB for another member appointment.

David will contact Jason Queen and Orrin Haywood to determine their availability and interest in continuing to serve. The Board agreed to bring forth names to the next meeting of potential nominees willing to serve. The Board will make a recommendation to Council for the replacements.

Christy will obtain a Letter of Accolades for Doris Burke.

The Board continued its discussion Landscape Planning.

David motioned to establish a landscape planning sub-committee. David, Terry and Jimmy offered to serve on the landscape planning sub-committee. Sally will serve as Staff liaison. The Board unanimously approved the motion.

New Business

Jimmy noted the Boy Scout's recent work at City Cemetery was performed with insufficient equipment. Wayne asked the Board to contact Cindy Trumbower to ensure that volunteers are properly equipped in the future. It was also mentioned that a list of viable volunteer projects for the cemeteries should be developed.

Jane mentioned that she completed a stone inventory of O'Rourke.

David mentioned that the owners of the Oberlin Cemetery do not support the City managing this cemetery.

Jane and Terry are continuing to inventory the mobile-mini trailer in City Cemetery.

Danny mentioned that the wooden retaining wall at the back of City Cemetery needs to be repaired. Dean has recommended a structural engineer look at this.

With no further business, the meeting adjourned at 6:34 p.m. The next meeting of the Historic Cemetery Advisory Board is scheduled for Monday, June 11, 2012 at the Tucker House.