

Summary Report  
City of Raleigh Historic Cemeteries Advisory Board (CORCHAB)

**Tucker House\*418 N. Person Street  
Monday, July 9, 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.  
Orrin Haywood- Raleigh City Cemeteries Preservation, Inc.  
Danny Morgan- City of Raleigh Parks and Recreation Department

**Members Absent: (excused)**

**Members Absent: (unexcused)**

**City of Raleigh Staff Present:**

Christy Cornell  
Sally Thigpen, Urban Forester

**Guests**

Jenny Harper

**CALL TO ORDER**

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

The Board reviewed the minutes from the 6/11/12 meeting. Jimmy moved approval, David seconded. The minutes were unanimously approved.

**DISCUSSION**

David introduced Jenny Harper who is interested in joining the Board.

Wayne reviewed portions of the Board's By-laws to ensure consistency in understanding. He noted that the Board consists of 9 members appointed by Raleigh City Council which includes two Departmental staff who serve as liaisons, ex-officio, and non-voting members.

A question was raised concerning the potential departure of the departmental staff liaisons: How would these staff positions be reappointed? Clarification is needed on whether the Nominating Committee of the Board (i.e. voting members) would make recommendations on the ex-officio members or if this would be the responsibility of the Departmental Director. It was agreed that ex-officio members should not be subject to the same appointment and renewal process (i.e. council approval) as voting Board members.

Secondly, it was noted that the By-laws, in their current written form, state that a minimum of one member from the Parks, Recreation, and Greenway Advisory Board and one member from Raleigh City

Cemeteries Preservation, Inc. should be included on the City of Raleigh Historic Cemeteries Advisory Board (CORHCAB). In the past we've had 2 members serve from Park, Recreation, and Greenway Advisory Board (PRGAB). Wayne indicated that Diane prefers to limit membership from the PRGAB on the CORHCAB to just one member.

Term of each voting members shall be for 2 years. Christy will confirm that Council approved the membership for the term of 2011-2013.

Wayne suggested that the Board may need to begin a rotation/succession plan starting now. Council will like approve a waiver of the time requirement to ensure a sufficient continuing knowledge base.

We need to ask Parks Board to nominate a member to serve on the Cemeteries Advisory Board. This name would then be forwarded to Council for approval.

The Nominating Committee of the Board convened; Jenny Harper was removed from the meeting. Jimmy nominated her to serve. David seconded. A vote passed unanimously to recommend her as a Board Member. David will speak to City Clerk Gail Smith to present her name before Council for approval.

The Board began a brief discussion on how membership is recruited. A separate meeting will be held by the voting members to continue this discussion and make recommendations on possible candidates.

Wayne provided an update on the stone restoration work. Dean's original scope of work is 98% complete and 90% of addendum #1 work is complete. Dean mentioned that a section of the coping stone at Devereaux plot is missing. Dean recommends casting new coping stone with granite filling and Portland cement. This work is not associated with the tornado so a separate price quote will be necessary and paid for out of the Cemetery CIP budget.

Dean has suggested a walkthrough at City Cemetery and Mt. Hope Cemetery the last week of July 30. Wayne or Christy will schedule and confirm with all Board members.

Danny mentioned that a price quote is also needed for the reinstallation of coping stone where a tree was extracted next to the fencing behind Fire Station #3.

Christy gave an update on the cobble stone work and the fence repair.

Wayne mentioned that staff is working on Maintenance Manual update.

The next Landscape Subcommittee meeting is scheduled for Monday, 7/16/12. The sub-committee is planning a round-table discussion for the development of the Landscape plan.

Local designation –A meeting is scheduled for 7/16 with Tania Tully to discuss the benefits/drawbacks of local designation for Mt. Hope and City Cemeteries. One identified discussion item was raised: If these two properties acquire local designation, a threshold should be set for basic operational items so that not everything is required to go before the Historic District Commission (HDC) for approval. The HDC Guidelines, at this point, do not distinguish between the cemeteries.

Christy reviewed draft signage language for the cemetery information signs. One recommendation included using a Quick Response (QR) code for smart phones.

With no further discussion, the meeting adjourned at 6:42 p.m. The next meeting of the CORHCAB is scheduled for Monday, August 13, 2012.