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## City of Raleigh Historic Cemeteries Advisory Board (CORCHAB)-Monthly Meeting

# Tucker House\*418 N. Person Street January 11, 2016

Staff: Christy Cornell, Liz Houck

Attendees:

Jimmy Thiem, Chair Danny Morgan

Jane Thurman, Vice Chair

David Brown

Barden Culbreth

Wayne Schindler

Jenny Harper, Terry Harper

Danny Coleman (arrived 5:51 p.m.)

Guest: Ernest Dollar

#### **CALL TO ORDER**

The City of Raleigh Historic Cemeteries Advisory Board met on Monday, January 11, 2016 at the Tucker House at 5:30 p.m. Board Chair Thiem called the meeting to order at 5:33 p.m.

#### **DISCUSSION**

## **Public Comment**

No public comment was received.

Ernest Dollar, Director of City of Raleigh Museum and Liz Houck, City Planner, introduced themselves.

#### **Minutes**

The draft minutes from the November 9, 2015 meeting was presented for review. Board Member Brown motioned for approval of the minutes with one minor spelling correction. The motion was seconded by Board Member Barden Culbreth. The motion passed unanimously.

### **Old Business**

Ernest Dollar discussed the Conservators Report, which was prepared by his staff. He presented a plastic archival box which will be used to for long-term storage of the paper interment records. These records are being scanned for electronic storage. He asked the Board to send a list of desired recipients of the records (Olivia Rainey library, State Archives, etc.) and his staff will handle.

### **Committee Reports**

<u>Landscape Committee</u>- The Committee reviewed several aerial photographs from the period of 1994-2014 along with a survey map prepared by the City's Engineering department in 1994. A site visit will be scheduled in late winter/early spring at Mount Hope. The entire Board will be invited. Wayne noted that he will work with Horticulturalist, Gretchen Sedaris to cost out the plants on the East Street side of

City Cemetery. Slope plantings along New Bern Avenue and Hargett Street will take place in the Spring. More research is needed prior to any decisions on interior tree plantings at City Cemetery. Board Chair Thiem inquired about the process of documenting landscape changes for the sake of future generations. Liz Houck mentioned she will provide the 'as-built' drawing of the eastern boundary landscaping at City Cemetery which can be stored in the project folder as well as in the cemeteries history files which Christy maintains.

### Maintenance Committee-

A meeting will be scheduled in January/February to review local designation and training plan.

### Volunteer Committee-

A luncheon will be held on 1.14.16 to discuss the board retreat and topics for the cemetery management/operations course through RRS. A copy of an Operations Analysis for the City of Charlotte Cemeteries was received from a UNC-CH MPA student. The City participated in a survey for this report. The Board retreat is scheduled for 3/14/16 at Mordecai Annex.

## Staff report

Wayne Schindler reported that the cemetery resources supplemental request was not advanced in the FY17 budget submission process. Terry and Jane met with cemetery maintenance staff at City Cemetery to discuss measures to protect monuments during maintenance.

Wayne mentioned that two price quotes have been received for a security camera for the Peace Plot at City Cemetery. He will meet with staff again to obtain cost details and provide a recommendation to the Board.

Liz Houck provided a project update on the two fencing project:

- 1. Non historical fence- pricing has come in under budget. The same contractor which performed the work at O'Rorke has been selected for this work at City Cemetery. A few adjoining property owners are being notified of the work (boundary trees) as well as permission is being requested from Greg Hatem to allow access from his property.
- 2. Historical fence- A Request for Qualifications was prepared and advertised. Only one response was received from Progressive, the fencing contractor who performed fencing repairs after 2011 tornados. Staff seemed satisfied with the work that Progressive performed. Liz will speak with Purchasing to determine if the project must be rebid. If it can be awarded to Progressive, the price estimate should be received by the end of January. A request was made of staff to check with the City Attorney Office to determine if Boards have any authority to make recommendations on chosen contractor.

Wayne distributed gifts to the Board from the 2015 PRGAB Christmas party.

# Chair's Report

Board Chair Thiem noted the upcoming Board retreat. He encouraged the Board to consider: What do we do right? What could be done better? What do we think the future looks like? What do we want to do? Think of ideas you want to discuss. (ex. Dix cemetery, repurposing portions of the cemeteries). Please send agenda ideas to Jenny Harper.

## **RCCP Report**

RCCP is applying for a grant to repair headstones in the African American section of City Cemetery. A decision will be announced in March or April.

Jane is working on a ground penetrating radar workshop. More information to come.

# **New Business-**

A volunteer group will be working in City Cemetery on February 4' 2016. The Board is welcome to come and work.

# Adjournment

With no further discussion, the meeting was adjourned at 6:44 p.m.

The next meeting of the Historic Cemeteries Advisory Board is scheduled for February 8, 2016.

END OF REPORT