

# **A G E N D A**

A regular meeting of the City of Waxahachie Cemetery Board to be held on ***Thursday, June 6, 2019*** at ***8:30 a.m.*** in the City Council Conference Room, 401 S. Rogers, Waxahachie, Texas.

Members:     Peggy Crabtree, Chairman  
                  Chad Hicks  
                  Connie McGuire  
                  Chelsea Holder  
                  Perry Giles

1.     Call to Order
2.     Approval of minutes of the City Cemetery Board meeting of April 11, 2019
3.     Hear report on cemetery activities and take any necessary action
4.     Discuss grave opening and closing services and take any necessary action
5.     ***Public Comments:*** Persons may address the Cemetery Board on any issues. This is the appropriate time for citizens to address the Board on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
6.     Adjourn

**The Cemetery Board reserves the right to go into Executive Session on any posted item.**

This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at (469) 309-4005 or (TDD) 1-800-RELAY TX

<p style="text-align: center;"><b><i>Notice of Potential Quorum</i></b> <b><i>One or more members of the Waxahachie City Council may be present at this meeting.</i></b> <b><i>No action will be taken by the City Council at this meeting.</i></b></p>
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Cemetery Board  
April 11, 2019

A regular meeting of the City of Waxahachie Cemetery Board was held on Thursday, April 11, 2019 at 8:30 a.m. in the City Council Conference Room, 401 S. Rogers, Waxahachie, Texas.

Members Present: Chad Hicks  
Connie McGuire  
Perry Giles

Members Absent: Peggy Crabtree, Chairman  
Chelsea Holder

Others Present: John Smith, Director of Parks and Recreation  
Amber Villarreal, Assistant City Secretary

Others Absent: Melissa Olson, Council Representative

### **1. Call to Order**

Mr. Chad Hicks called the meeting to order.

### **2. Approval of minutes of the City Cemetery Board meeting of March 7, 2019**

#### **Action:**

*Ms. Connie McGuire moved to approve the minutes of the Cemetery Board meeting of March 7, 2019. Mr. Perry Giles seconded, All Ayes.*

### **3. Hear report on cemetery activities and take any necessary action**

Parks and Recreation Director John Smith introduced the cemetery maintenance crew and thanked them for the work they do in the cemetery. He explained seasonal personnel will be added to the full-time three man crew. The board thanked the crew for their service.

Mr. Smith reported five lots were sold and there was three burials since the last meeting.

Assistant Parks and Recreation Director Gumaro Martinez presented pictures showing the improvements to the retaining wall. He noted there was a little money left from the \$6,500.00 that the board approved; therefore, the railing near the Mexican Cemetery was replaced.

Ms. Connie McGuire asked if additional improvements are needed and Mr. Martinez noted there are and the improvements will be done a little at a time.

### **4. Discuss grave opening and closing proposal criteria and take any necessary action**

Mr. Smith discussed grave opening and closing proposal criteria. The board identified the following criteria to include in the request for proposals:

- Equipment list
- Insurance
- Procedures for digging (scope of work)

- After care of graves
- Cost
- Dates of operation, including holidays and weekends
- References, minimum of three

Mr. Perry Giles explained value and accountability is a very important aspect of the grave opening and closing service.

**Action:**

*Ms. Connie McGuire moved to continue the publication requirements for Request for Proposals for grave opening and closing services. Mr. Perry Giles seconded, **All Ayes.***

**5. Public Comments**

None

**6. Adjourn**

There being no further business, the meeting adjourned at 8:53 a.m.

Respectfully submitted,

Amber Villarreal  
Assistant City Secretary