

Cemetery Board
June 6, 2019

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

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

Others Present: John Smith, Director of Parks & Recreation
Gumaro Martinez, Assistant Director of Parks & Recreation
Lori Cartwright, City Secretary
Melissa Olson, Council Representative

1. Call to Order

Chairman Peggy Crabtree called the meeting to order.

2. Approval of minutes of the City Cemetery Board meeting of April 11, 2019

Action:

Mr. Chad Hicks moved to approve the minutes of the Cemetery Board meeting of April 11, 2019. Ms. Connie McGuire seconded, All Ayes.

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

{Ms. Chelsea Holder arrived}

Parks and Recreation Director John Smith reported sixteen spaces were sold, had four standard burials and 2 cremations since the last meeting.

Mr. Smith stated funds were previously approved for the cleaning and leveling of headstones and stated Ellis Restoration, a quality company, will be performing the duties and cleaning one section at a time.

Mr. Bill Ellis, Ellis Restoration, reviewed the process of repairing marble, stone, and limestone. He noted local cemeteries he has worked in include Midlothian and Red Oak.

Mr. Smith presented a proposed design layout and cost estimates from Kimley-Horn of the cemetery expansion phases to include the entrance to the old cemetery, minor redesign at the entrance of Addition 12, and design of the newest addition noting all entrances will match. He stated the concept plan will be adding another baby land and the new addition will have over 1,000 spaces. Mr. Smith asked the board to review the design and forward him their comments. He will then compile the feedback to present at the next board meeting.

No action taken.

4. Discuss grave opening and closing services and take any necessary action

Mr. Smith reviewed a draft Request for Proposal for burial services and maintenance of burial records. He reviewed the required criteria to include a three year contract and being on-call with the city after grave services.

Mr. Perry Giles recommended the grave digger be accountable for any damage on the marker or surrounding markers. Mr. Smith stated they will include it in the proposal.

Action:

Ms. Connie McGuire moved to accept the Request for Proposal with minor corrections. Mr. Chad Hicks seconded, All Ayes.

5. Public Comments

None

6. Adjourn

There being no further business, Mr. Chad Hicks moved the meeting adjourn at 9:11 a.m. Ms. Connie McGuire seconded, All Ayes.

Respectfully submitted,

Lori Cartwright
City Secretary