

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