

# **A G E N D A**

A regular meeting of the City of Waxahachie Cemetery Board to be held on **Thursday, January 9, 2020** 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. **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.
3. Approval of minutes of the City Cemetery Board meeting of October 3, 2019
4. Discuss pavilion project and take any necessary action
5. Discuss cemetery activities and take any necessary action
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

***Notice of Potential Quorum***  
***One or more members of the Waxahachie City Council may be present at this meeting.***  
***No action will be taken by the City Council at this meeting.***

Cemetery Board  
October 3, 2019

A regular meeting of the City of Waxahachie Cemetery Board was held on Thursday, October 3, 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 and Recreation  
Amber Villarreal, Assistant City Secretary  
Melissa Olson, Council Representative

**1. Call to Order**

Chairman Peggy Crabtree called the meeting to order.

**2. Public Comments**

None

**3. Re-organize the Board**

**Action:**

*Ms. Connie McGuire moved to nominate Ms. Peggy Crabtree as Chairman. Ms. Chelsea Holder seconded, All Ayes.*

**4. Approval of minutes of the City Cemetery Board meeting of August 1, 2019**

Chairman Crabtree amended the August 1, 2019 minutes as follows:

*She read from the Texas Historic Commission website pertaining to cemetery restoration and it depicted to not put broken headstones ~~on~~ in concrete due to the destruction it will cause over the years.*

**Action:**

*Mr. Chad Hicks moved to approve the minutes of the Cemetery Board meeting of August 1, 2019 as amended. Ms. Connie McGuire seconded, All Ayes.*

**5. Consider donation of a sprinkler system for the Baby Land portion of the City Cemetery**

Mr. Jeff Jones explained his infant grandson passed away in June and is buried in Baby Land in the City Cemetery. He noted he has been personally watering the area every other day and proposed to donate a sprinkler system for Baby Land. He explained there will be no interruption to current or future graves and will be solar powered. The system will be fully funded and the city's burden will only be the minimal expense of water supply. He reported the contractor can begin work the week of October 14<sup>th</sup> and it will only be a two or three day process.

Parks and Recreation Director John Smith noted staff has reviewed the plan and the system is suitable for that area.

Mr. Jones also explained he and his wife would like to work with city staff and families to provide headstone markers for the unmarked graves in Baby Land addition.

**Action:**

*Ms. Connie McGuire moved to accept donation of a sprinkler system for the Baby Land portion of the City Cemetery. Ms. Chelsea Holder seconded, All Ayes.*

**6. Discuss headstone deposit and take any necessary action**

Mr. Smith explained some cemeteries require a headstone monument deposit to prevent unmarked graves. If a headstone is not placed within the one-year period then that money is used to pay for a small grave marker.

Mr. Perry Giles expressed concern with adding emotional stress and an additional financial burden to the grieving families. He noted he is more comfortable with a two year deadline. Mr. Smith explained the deadline can be extended with approval by the Board.

Ms. Connie McGuire inquired if a small marker can be done for a reduced cost and Mr. Giles noted a small monument is priced about \$175.

Assistant Parks and Recreation Director Gumaro Martinez explained record keeping and deposit refunds will be the most difficult part of the process but a solution can be found.

Mr. Smith explained the unmarked headstones are not an issue for Cemetery staff because they have the spaces marked in their records. The new process would assist patrons of the cemetery in locating unmarked graves.

Mr. Chad Hicks suggested including the additional cost in the purchase of the lot, which would automatically be used to purchase a footstone for the grave and there would be no need to process refunds. Councilmember Melissa Olson concurred noting she supports minimizing the burden on families.

**Action:**

*Ms. Connie McGuire moved to direct staff to continue to investigate and research the process and cost of requiring headstone deposits. Mr. Chad Hicks seconded, All Ayes.*

**7. Adjourn**

*There being no further business, Mr. Chad Hicks moved the meeting adjourn at 8:52 a.m. Ms. Connie McGuire seconded, All Ayes.*

Respectfully submitted,

Amber Villarreal, Assistant City Secretary