

Cemetery Board
January 9, 2020

A regular meeting of the City of Waxahachie Cemetery Board was held on Thursday, January 9, 2020 at 8:30 a.m. in the City Council Conference Room, 401 S. Rogers, Waxahachie, Texas.

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

Member Absent: Connie McGuire

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

1. Call to Order

Chairman Peggy Crabtree called the meeting to order.

2. Public Comments

None

3. Approval of minutes of the City Cemetery Board meeting of October 3, 2019

Action:

*Mr. Chad Hicks moved to approve the minutes of the Cemetery Board meeting of October 3, 2019.
Ms. Chelsea Holder seconded, All Ayes.*

4. Discuss pavilion project and take any necessary action

Parks and Recreation Director John Smith explained The Nay Company designed a pavilion that accommodated columbarium burials which estimated around \$90,000.00 – \$100,00.00; however, when bids were received, The Nay Company was the only bidder in the amount of \$152,000, which is over budget for the project. Mr. Smith requested guidance from the Board on how to proceed.

Chairman Crabtree suggested an underwriting campaign and Mr. Smith shared his ideas on how the process would operate. Mayor Pro Tem Mary Lou Shipley suggested if they go this route, to hold the fundraiser in the Spring and to show the location to individuals.

Council Representative Melissa Olson inquired about additional places to advertise for bids and it was noted by Mr. Smith that it was only advertised in the local newspaper and that there are other companies that do market this type of project.

It was concluded to rebid the project before Spring and to open bids, and if unsuccessful, they could start the campaign project if the Board desires.

Action:

Ms. Chelsea Holder moved to rebid the pavilion project. Mr. Chad Hicks seconded, All Ayes.

5. Discuss cemetery activities and take any necessary action

Assistant Parks and Recreation Director Gumaro Martinez reported, in the month of November, five lots were sold and four burials took place and in the month of December, three lots were sold and eight burials took place.

Mr. Martinez explained at the last meeting discussion was held pertaining to headstone deposit and Staff was tasked to research the process and cost of requiring headstone deposits. He stated it is not a common practice; however, he found one neighboring city that does require a \$200.00 deposit and after a year, if a marker is not provided by the family, a marker is provided with the deposit.

The Board held a lengthy discussion regarding the procedure to require a \$200.00 marker and material requirements to be used. It was discussed that Mr. Perry Giles will provide samples of marker material at the next meeting and that an ordinance would need to be brought before City Council for any changes to the cemetery ordinance.

Action:

Mr. Chad Hicks made a motion to proceed with changing the price of the grave sites to reflect the cost of the marker at the time of burial. Ms. Chelsea Holder, seconded, All Ayes.

6. Adjourn

There being no further business, Mr. Chad Hicks moved the meeting adjourn at 9:09 a.m. Mr. Perry Giles seconded, All Ayes.

Respectfully submitted,

Clarice Crocker
Administrative Clerk