

A G E N D A

A regular meeting of the City of Waxahachie Cemetery Board to be held on **Thursday, November 5, 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. Reorganize the Board
4. Approval of minutes of the City Cemetery Board meeting of March 12, 2020
5. Discuss cemetery activities and take any necessary action
6. Discuss cemetery Capital Improvement Projects and take any necessary action
7. Consider fees for sale of columbarium niches
8. 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;"><i>Notice of Potential Quorum</i> <i>One or more members of the Waxahachie City Council may be present at this meeting.</i> <i>No action will be taken by the City Council at this meeting.</i></p>

Cemetery Board
March 12, 2020

(4)

A regular meeting of the City of Waxahachie Cemetery Board was held on Thursday, March 12, 2020 at 8:30 a.m. in the City Council Conference Room, 401 S. Rogers, Waxahachie, Texas.

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

Member Absent: Chad Hicks

Others Present: John Smith, Director of Parks and Recreation
Gumaro Martinez, Assistant Parks & Recreation Director
Michaela Drewry, Recreation Specialist
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 January 9, 2020

Action:

Ms. Chelsea Holder moved to approve the minutes of the Cemetery Board meeting of January 9, 2020. Ms. Connie McGuire seconded, All Ayes.

4. Discuss cemetery activities and take any necessary action

Mr. John Smith, Director of Parks and Recreation, gave an update on cemetery maintenance and stated in the month of February 9 plots were sold, 10 burials took place, and he noted they were able to broker a plot sale.

Mr. Smith informed the Board that Chairman Crabtree attended a Real Places Seminar in January where stone and masonry preservation was discussed. Chairman Crabtree provided feedback from the seminar.

5. Consider cemetery pavilion bid and take any necessary action

Mr. Smith reported that the bid was reopened and one bid for the cemetery pavilion was received from The Nay Company. He noted he gave the bid to local contractors and placed the bid on a virtual website, Builders Exchange, for bidding; however, no responses were received. Mr. Smith asked the Board if they would like for him to visit with The Nay Company and discuss alternate changes to the cemetery pavilion.

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The Board expressed their thoughts with keeping the pavilion design the same and to approach City Council for permission to use additional funds for the columbarium.

Action:

Ms. Connie McGuire moved to accept The Nay Company's bid subject to City Council final approval. Ms. Chelsea Holder seconded, All Ayes.

Action:

Ms. Connie McGuire moved to ask City Council to approve an additional \$25,000 to buy the columbarium. Ms. Chelsea Holder seconded, All Ayes.

6. Discuss temporary cemetery marker program and take any necessary action

Mr. Perry Giles brought an example of a temporary cemetery marker for the Board to view. Discussion was held to have the date, along with the name, included on the cemetery marker.

The Board discussed the process of the cemetery marker program and the length of time to allow for an individual to provide a marker. It was decided to require at the point of sale, to allow all plot purchases to pay \$100 and after a year, to provide a foot stone for the spaces without a headstone. Mr. Smith stated to allow cremation spaces the option to have a stone or to provide their own.

Chairman Crabtree asked if there is a way to track the funds separately to see what is being accrued and in the future, depending on the progress, funds can be spent on maintenance of stones. Assistant Parks and Recreation Director Gumaro Martinez replied the revenue can be tracked in a separate account called Marker Maintenance Revenue and Ms. Connie McGuire mentioned fees can also be adjusted in the future if needed.

Action:

Ms. Connie McGuire moved to add an additional \$100 every time a plot is sold to go towards marker maintenance and a temporary grave marker. Additionally, at the end of the twelve month period, a marker will be allotted if no headstone is in place. Ms. Chelsea Holder seconded, All Ayes.

7. Adjourn

There being no further business, Ms. Chelsea Holder moved the meeting adjourn at 9:11 a.m. Mr. Perry Giles seconded, All Ayes.

Respectfully submitted,

Clarice Crocker
Administrative Clerk