

# **A G E N D A**

A regular meeting of the City of Waxahachie Cemetery Board to be held on **Thursday, March 12, 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 January 9, 2020
4. Discuss cemetery activities and take any necessary action
5. Consider cemetery pavilion bid and take any necessary action
6. Discuss temporary cemetery marker program and take any necessary action
7. 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  
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