

# **A G E N D A**

A regular meeting of the City of Waxahachie Cemetery Board to be held on **Thursday, September 6, 2018** at **8:30 a.m.** in the Parks and Recreation Building, 401 S. Elm, Waxahachie, Texas.

Members: Chad Hicks, Chairman  
Peggy Crabtree  
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 August 2, 2018
4. Tour City Cemetery
5. 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  
August 2, 2018

(3)

A regular meeting of the City of Waxahachie Cemetery Board was held on Thursday, August 2, 2018 at 8:30 a.m. in the City Council Conference Room, 401 S. Rogers, Waxahachie, Texas.

Members Present: Chad Hicks, Chairman  
Peggy Crabtree  
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 Chad Hicks called the meeting to order at 8:31 a.m.

**2. Approval of minutes of the City Cemetery Board meeting of July 12, 2018**

**Action:**

*Ms. Peggy Crabtree moved to approve the minutes of the Cemetery Board meeting of July 12, 2018. Ms. Chelsea Holder seconded, All Ayes.*

**3. Hear update on cemetery activities**

Parks and Recreation Director John Smith reported there was five funerals and thirteen individual spaces purchased in July. He noted the parks crew is working diligently on the cemetery maintenance and suggested a cemetery field trip in September or October.

*{Melissa Olson and Connie McGuire arrived}*

Mr. Perry Giles inquired about how many employees maintain the cemetery and Mr. Smith noted there is one full time employee and two part time employees.

**4. Discuss cemetery pavilion and columbarium project and take any necessary action**

Mr. John Smith presented the following proposal from Sunset Memorial for the columbarium project:

- Grand Legacy NLID 48 Niche (6x4 Configuration) Double Sided With 12x12x16 Inch Niche C/W Double Base **\$24,360.34**

The price quoted is based on the following granite color combinations:

Base	Imperial Grey
Walls	Imperial Grey
Roof	Imperial Grey
Doors and Trims	Premium Black

The quote includes:

1. Sunset's popular aluminum/Nylene hybrid core system.
2. Sunset's key locked inner aluminum security door.
3. 5 spare keys for cemetery personnel to open the inner security door.
4. 1 security tool to remove the rosette's security screw from the outer granite shutter.
5. 5 spare outer granite shutters.
6. Manufacture, delivery, and installation by a Sunset representative of the above columbarium.
7. End walls inscribed with artwork fitting your specifications.
8. Niche designation inscription as per your specifications.

The quote does not include:

1. Applicable taxes.
2. Provision of concrete foundation.

Mr. Smith explained the granite has a lifetime warranty and the workmanship/craftsmanship has a 20-year warranty.

Councilmember Melissa Olson asked what is the length of a lifetime warranty and Mr. Smith noted he assumes it's ongoing.

**Action:**

*Ms. Peggy Crabtree moved to proceed with the project and accept the proposal as presented for the purchase of two columbariums. Ms. Chelsea Holder seconded, All Ayes.*

**5. Public Comments**

None

**6. Adjourn**

There being no further business, the meeting adjourned at 8:43 a.m.

Respectfully submitted,

Amber Villarreal  
Assistant City Secretary