

Cemetery Board
March 7, 2019

A regular meeting of the City of Waxahachie Cemetery Board was held on Thursday, March 7, 2019 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 Director of Parks and Recreation
Amber Villarreal, Assistant City Secretary

Others Absent: Melissa Olson, Council Representative

1. Call to Order

Chairman Peggy Crabtree called the meeting to order.

2. Approval of minutes of the City Cemetery Board meeting of January 10, 2019

Action:

Ms. Connie McGuire moved to approve the minutes of the Cemetery Board meeting of January 10, 2019. Ms. Chelsea Holder seconded, All Ayes.

3. Hear report on cemetery activities and take any necessary action

Parks and Recreation Director John Smith reported the following activities:

- January Services 4; February Services 3; January and February Sales 3

Mr. Smith explained as of the end of January, he and Assistant Parks and Recreation Director Gumaro Martinez have taken over the role of Cemetery Sexton. He explained Mr. Martinez has several ideas on improving cemetery record keeping and approaching funeral homes with their future responsibilities to streamline the burial process with accurate information.

Mr. Smith reported there are currently three cemetery workers on staff; however, one will be leaving soon so he is in the process of backfilling that position.

Mr. Smith announced Mr. Jimmy Prichard, Integrity Tree Care, was hired previously for tree trimming services and today he is donating some time doing some more tree trimming work.

4. Discuss cemetery projects and take any necessary action

Mr. Martinez discussed the proposed cemetery expansion phases and presented pictures showing a design layout from Kimley-Horn. He explained there will be an entry and exit off of Jefferson Street and the current cemetery entrance will be redone.

Mr. Smith explained as the Capital Improvements project program builds, additional enhancements will be added. He noted although there is not an immediate need for additional lots at this time, the board is planning for the future.

Mr. Smith reported the columbarium project is ready for City Council to direct the funding. He explained the project will probably be funded through the general fund on October 1st. Mr. Martinez noted the total cost for the project is between \$150,000-175,000.

Mr. Martinez reviewed the pictures showing the retaining walls within the cemetery that are in immediate need of repair. He explained the city did get a quote in the amount of \$5,700.00 to repair most of the walls within the cemetery that need to be addressed.

Ms. Connie McGuire asked if the decorative areas on the current retaining walls will be saved and Mr. Martinez explained the ones that are salvageable will be used on the retaining walls.

Action:

Ms. Connie McGuire moved to authorize funds to make repairs to the retaining walls within the cemetery up to \$6,500.00. Ms. Chelsea Holder seconded, All Ayes.

5. Discuss grave opening and closing services and take any necessary action

Mr. Smith explained it has been three years since the city went out for bids for cemetery grave opening and closing services. The current contract with NAVCO is an ongoing contract that allows for cancellation with a 30 day notice.

Mr. Brad Raughton, NAVCO, discussed grave openings and closing services for the city noting he has had the contract going on twelve years and the rate has not increased.

Mr. Smith explained to the board that if they decide to seek bids they could set the duties and responsibilities for the grave opening and closing services. He noted the process will be lengthy but the board has that option to consider. Mr. Perry Giles noted it is a very important consideration for any cemetery.

Mr. Jeff Hess, Complete Cemetery Services, explained the practices in the cemetery have changed and there are other options available for the board to consider.

Action:

Ms. Connie McGuire moved to establish a committee to explore the option of seeking bids for grave opening and closing services at the cemetery. Ms. Perry Giles seconded, All Ayes.

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Chairman Crabtree appointed Mr. Perry Giles and Mr. Chad Hicks to work with Mr. Smith and Mr. Martinez to explore grave opening and closing services at the cemetery.

6. Public Comments

None

7. Adjourn

There being no further business, Ms. Chelsea Holder moved the meeting adjourn at 8:59 a.m. Ms. Connie McGuire seconded, All Ayes.

Respectfully submitted,

Amber Villarreal
Assistant City Secretary