

Burleson Cemetery Board  
Minutes  
June 21, 2023  
**DRAFT**

Roll Call

Board Members Present:

Esmerelda Martin  
Jamie Jones  
John Gonzales  
Steve Ann Richie  
Laurene Davidson  
Vanessa Shimek

Board Members Absent

Jaime Ibarra  
John Weeks

Staff Present:

Jen Basham, Director  
David Lopez, Deputy Director, Parks  
Kerry Montgomery, Senior Administrative Secretary

**1. CALL TO ORDER: 6:00 PM**

**2. APPROVE THE MINUTES**

**A. Approve minutes from the May 17, 2023 meeting.**

A motion was made by Jamie Jones and seconded by Steve Ann Richie to approve the minutes as presented.

The motion passed 6 - 0, with Jaime Ibarra and John Weeks being absent.

**3. CITIZEN APPEARANCES**

None.

**4. REPORTS AND DISCUSSION ITEMS:**

**A. Consider recommending approval of contract amendment with Lucas and Blessing (Burleson Cemetery Operators) to include proposed fees for grave and cremation spaces for newly expanded section of Burleson Memorial Cemetery. (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

Staff provided a presentation of the proposed fee schedule for the cemetery to provide more details and clarity in a revised format from the May 17<sup>th</sup> meeting presentation. A discussion followed. Jamie Jones made a motion to recommend the proposed fee schedule with the following amendments: restrict old space sales to flat marker spaces only, in the new section, reduce the single space fee from \$2500 to \$2000, and baby spaces from \$500 to \$400. Vanessa Shimek seconded the motion. The motion passed 6-0 with Jaime Ibarra and John Weeks being absent.

**5. Community Announcements;**

None

**6. Board Requests for Future Agenda Items or Reports**

The board requested that the cemetery webpage be reviewed and a frequently asked question section be added, along with other details about the cemetery. Provide a financial report at the next meeting in September.

**Adjourn**

There being no further business, Esmerelda Martin, Chair, adjourned the meeting at 6:57 PM.

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Kerry Montgomery, Senior Administrative Secretary