

Burleson Cemetery Board
Minutes
January 11, 2023
DRAFT

Roll Call

Board Members Present:

Jamie Ibarra
Jamie Jones
John Gonzales
Esmerelda Martin

Board Members Absent

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. General

A. Nominate and elect a Chair and Vice-Chair for the Fiscal year 2022-2023.

Esmerelda Martin nominated herself as Chair. Jamie Jones made a motion to elect Esmerelda Martin as Chair, and Jaime Ibarra seconded the motion. The motion passed 4-0, with John weeks being absent. Esmerelda Martin nominated John Weeks as Vice-Chair. Jaime Ibarra made the motion to elect John Weeks as Vice-Chair, and Jamie Jones seconded the motion. The motion passed 4-0, with John Weeks being absent.

B. Approve minutes from the September 15, 2022 meeting.

A motion was made by Jamie Jones and seconded by Jaime Ibarra to approve the minutes as presented.

The motion passed 4 to 0, with John Weeks being absent.

3. Citizen Appearances

. None

4. Reports and Discussion Items:

A. Discuss and receive an update on the City of Burleson Boards and Commissions. (Staff presenter: Monica Solko, Deputy City Secretary)

Staff updated the board with changes in policy in regards to boards and commissions, including the expansion of members, changes to terms and absentee rules.

B. Receive a report, hold a discussion, and give staff feedback regarding the re-setting of upright monuments at the Burleson Memorial Cemetery. (Staff presenter: David Lopez, Deputy Director of Parks)

The City hired a grave services company to assess the condition of all upright monuments at the Burleson Memorial Cemetery and provide a summary of severity for leaning monuments. The assessment also included specifications for re-setting monuments level with grade in a manner that would minimize leaning in the future. The City used the specifications to bid and award a contractor to repair the most severely leaning monuments according to the assessment. A discussion followed.

C. Receive a report, hold a discussion, and give staff feedback regarding proposed revisions to the Rules and Regulations for the Burleson Memorial Cemetery as it pertains to the installation of monuments. (*Staff presenter: David Lopez, Deputy Director of Parks*)

To address concerns with leaning upright monuments in the cemetery, staff is recommending revision to the Rules and Regulations for the Burleson Memorial Cemetery. The revisions would include enhancing the specifications for monument installation and foundations to minimize the need for re-setting monuments in the future due to ground shifting. A discussion followed.

5. Community Announcements;

CityFest, February 2, 2023 4:30 – 7:00 PM
Ribbon Cutting for Burleson Memorial Cemetery Expansion in March 2023

6. Board Requests for Future Agenda Items or Reports

None

Appreciation of Service plaques were presented to former members in attendance, Michelle Griffith – Chair and Lynn Patrick Herbert.

Adjourn

There being no further business, Esmerelda Martin, Acting Chair, adjourned the meeting at 6:35 PM.

Kerry Montgomery, Senior Administrative Secretary