



Wylie Cemetery Advisory Board Meeting Minutes

July 7, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098

CALL TO ORDER

Board Vice-Chair Keith Stephens called the regular meeting to order at 6:00 PM. The following Cemetery Advisory Board members were present: Board Member Gloria Suarez, Board Member Kimberly Summers, Board Member Trent Derek, and Board Alternate Laurie Sargent. Board Chair Sandra Stone, Board Member Allison Stowe, Board Member Jami Lindquist, and Board Alternate Erin Williams were absent.

Staff present included: Deputy City Manager Renae' Ollie, Parks Manager Brent Stowers, and Parks and Recreation Administrative Assistant II Janet Hawkes.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

REGULAR AGENDA

1. **Consider, and act upon, approval of the May 5, 2022 Regular Cemetery Advisory Board Meeting Minutes.**

Board Action

A motion was made by Board Member Suarez, seconded by Board Member Summers, to approve the May 5, 2022 Regular Cemetery Advisory Board Meeting Minutes. A vote was taken, and the motion passed 4-0 with Board Chair Stone, Board Member Stowe, and Board Member Lindquist absent.

WORK SESSION

WS1. Discuss Volunteer Program.

Staff Comments:

Deputy City Manager Renae' Ollie provided the Board with a copy of Ordinance No. 2022-XX, which addresses establishing a Cemetery Advisory Board committee. She advised that after researching other city entities, most did not have committees created within their boards through the city council's appointment. Ms. Ollie referred to the Agenda Packet that included a draft document for a City of Wylie Cemetery Volunteer Program; the packet also had a sample option of the Wylie Library Board's Article IV ordinance pertaining to their established city council-appointed committee. She stated that creating a volunteer program can incorporate citizens and entities such as the Boy Scouts, Girl Scouts, high school students, etc., to participate in staff-coordinated cemetery projects. Parks Manager Brent Stowers expressed his support for the concept of establishing a volunteer program, advising that the Parks and Recreation Department had frequently worked with local scouts and youth groups in various park projects.

Board Comments:

Board Vice-Chair Stephens stated, with Board Member Suarez agreeing, that establishing a volunteer program would better serve the cemetery's needs than a committee and allow more volunteers to participate. Board Member Trent recommended contacting local churches to participate in the volunteer program. Deputy City Manager Ollie said she would bring back the final volunteer program to be reviewed and approved by the Cemetery Advisory Board during a future meeting.

WS2. Discuss the status of acquiring the cemetery properties.**Staff Comments:**

Deputy City Manager Ollie updated the Board on the transition of cemetery ownership from the Wylie Cemetery Association to the City of Wylie. She advised that on June 8, 2022, the City Attorney sent the Wylie Cemetery Association drafts of the Bill of Sale and Purchasing and Sale Agreement. Wylie Cemetery Association representative, Richard Parker, requested one change; for the closing to take place at Lawyers Title Company in Wylie. The City Attorney will conduct a final review, and then the documents will be presented to the City Council for approval authorizing the City Manager, Brent Parker, to sign the final official documents. This transition is expected to take effect on or after October 1, 2022, the start of the new fiscal year. The transition giving the City ownership will include the remainder of funds from the Wylie Cemetery Association, which staff will consider using toward the purchase of cemetery management software. Ms. Ollie stated that initially, the most extensive and time-consuming task after the transition would be in digitizing the documents and set up; maintenance will also be a time-consuming and ongoing factor. Parks Manager Brent Stowers noted that staff budgeted \$50,000 for a cemetery mowing contract during the 2021/2022 fiscal year, which will be rolled into the upcoming 2022/2023 fiscal year budget. Ms. Ollie noted that a second cemetery tour would be scheduled after September when the weather cools off.

Board Comments:

Board Vice-Chair Stephens commented that he appreciated the City staff's progress and transitional move forward in an unrushed, careful, and well-planned manner.

RECONVENE INTO REGULAR SESSION AT 6:15 PM**ADJOURNMENT**

A motion was made by Board Member Suarez, seconded by Board Member Trent, to adjourn the meeting at 6:16 PM. A vote was taken, and the motion passed 4-0 with Board Chair Stone, Board Member Stowe, and Board Member Lindquist absent.

Keith Stephens, Board Vice-Chair

ATTEST:

Janet Hawkes, Administrative Assistant II