



# Wylie Cemetery Advisory Board Meeting Minutes

May 5, 2022 – 6:00 PM

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

## CALL TO ORDER

Board Chair Sandra Stone called the regular meeting to order at 6:03 PM. The following Cemetery Advisory Board members were present: Board Vice-Chair Keith Stephens, Board Member Gloria Suarez, Board Member Kimberly Summers, Board Member Juan Azcarate, and Board Member Jami Lindquist. Board Member Allison Stowe 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 April 7, 2022 Cemetery Advisory Board meeting minutes.

### Board Action

A motion was made by Board Member Suarez, seconded by Board Member Azcarate, to approve the April 7, 2022 Cemetery Advisory Board meeting minutes with the amendment on page 5, third paragraph, second line, to change Sec. 378-71 (b) to Sec. 78-371 (b). A vote was taken, and the motion passed 6-0 with Board Member Stowe absent.

## WORK SESSION

### **WS1. Discuss the final draft of the Cemetery Rules and Regulations.**

#### Staff Comments:

Deputy City Manager Renae' Ollie advised that due to the state Health and Safety Code and Board comments given during the April meeting, staff made some amendments to the final draft of the Cemetery Rules and Regulations. Ms. Ollie discussed revisions made to Sec. 78-371 Cemetery Care; the "maintenance of fences and walls" was added to Sec. 78-371 (a), and "leveling" was removed from Sec. 78-371 (b). Both are maintenance responsibilities required for municipalities as written in the state Health and Safety Code Chapter 713. Ms. Ollie noted the amendments made to Sec. 78-373 Purchase Options; in Sec. 78-373 (e), the wording was changed to include "Internment space shall be in accordance with state Health and Safety Code Chapter 711, Sec. 711.0395, and as amended. Only one casket will be permitted in each grave. In the event cremation is utilized, a maximum of four (4) interments will be permitted in one (1) space." Ms. Ollie advised that the Health and Safety Code Chapter 713 allows the City to allocate funds for unmarked graves. Provided markers must include the interment's name, birth date, and death date.

**Board Comments:**

Board Member Suarez referred to Sec. 78-380 Cemetery Responsibility, inquiring about the City's liability in the event of damage. Deputy City Manager Ollie responded that the Texas Municipal League has a provision for municipalities to acquire insurance coverage.

**WS2. Discuss the formation of committees.****Staff Comments:**

Deputy City Manager Ollie advised that the Cemetery Advisory Board must receive City Council approval to form committees. Ms. Ollie stated she felt it best not to pursue the formation of a cemetery records committee, advising that staff would coordinate records management, possibly including Cemetery Advisory Board members if needed, to which the Board agreed. Ms. Ollie said staff is looking into purchasing cemetery software to digitize existing and future cemetery records.

**Board Comments:**

The Board consensus was to develop a fundraiser committee. Board Chair Stone advised that she has used Pontem Software to digitize cemetery records. Board Member Azcarate recommended seeking assistance from the Library Genealogy Club regarding cemetery records management.

**Staff Comments:**

Deputy City Manager Ollie stated that in addition to the money being donated by the Wylie Cemetery Association, staff had budgeted funds for ground maintenance and operational expenses. Ms. Ollie added that 100 flags were recently donated to the City by the Wylie Economic Development Corporation.

**Board Comments:**

Board Chair Stone suggested an initial cemetery cleanup event. Ms. Stone recommended committee(s) be formed now for them to be in place before the ownership transition date. Ms. Stone also requested that staff soon coordinate a tour with the Board to understand the cemetery's current condition better. The Board consensus was to hold the tour on a Saturday.

**WS3. Discuss the status of acquiring the cemetery properties.****Staff Comments:**

Deputy City Manager Ollie updated the Board on the transition of cemetery ownership, stating that the City Attorney has drafted a Bill of Sale and Purchase and Sale Agreement for the rights to be turned over to the City. The Wylie Cemetery Association will review these documents then City Council will proceed with the final adoption authority. The City expects to take ownership of the potential cemeteries by October 2022.

**ADJOURNMENT**

A motion was made by Board Member Azcarate, seconded by Board Vice-Chair Stephens, to adjourn the meeting at 6:41 PM. A vote was taken, and the motion passed 6-0 with Board Member Azcarate absent.

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**Sandra Stone, Board Chair**

**ATTEST:**

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**Janet Hawkes, Administrative Assistant II**