



# Wylie Cemetery Advisory Board Regular Meeting Minutes

November 3, 2022 – 6:00 PM

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

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## CALL TO ORDER

Board Vice-Chair Allison Stowe 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 Jami Lindquist, Board Member Derek Trent, and Board Member Laurie Sargent. Board Chair Keith Stephens was absent from the meeting.

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

## CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

## REGULAR AGENDA

1. **Consider and act upon approval of the November 3, 2022, Regular Cemetery Advisory Board Meeting Minutes.**

### **Board Action**

A motion was made by Board Member Suarez, seconded by Board Member Trent, to approve the November 3, 2022, Regular Cemetery Advisory Board Meeting Minutes. A vote was taken, and the motion passed 6-0 with Board Chair Keith Stephens absent from the meeting.

2. **Consider and act upon approval of changing the Cemetery Advisory Board meetings to an earlier specified time.**

### **Board Action**

A motion was made by Board Member Suarez, seconded by Board Member Summers, to leave the Cemetery Advisory Board meeting at the current start time of 6:00 pm. A vote was taken, and the motion passed 6-0 with Board Chair Keith Stephens absent from the meeting.

## WORK SESSION

### **WS1. Wylie Cemetery Transition Update.**

#### **Staff Comments:**

Deputy City Manager Renae' Ollie updated the board on the cemetery acquisitions. She advised that all required documents had been delivered to the Title Company; however, title insurance could not be issued due to a discrepancy found in the survey. Ms. Ollie explained that the discrepancy found by the surveyor

indicated that there was a small, older portion of the land with no deed or legal description verifying that it was a part of the Wylie cemetery. Staff is discussing with the City Attorney the best way to approach the survey discrepancy.

Ms. Ollie advised that staff is working with the Wylie Cemetery Association to decide the best method to disburse the existing cemetery funds.

#### **RECONVENE INTO REGULAR SESSION AT 6:13 PM**

#### **ADJOURNMENT**

A motion was made by Board Member Summers, seconded by Board Member Suarez, to adjourn the meeting at 6:13 PM. A vote was taken, and the motion passed 6-0 with Board Chair Keith Stephens absent from the meeting.

**ATTEST:**

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**Allison Stowe, Board Vice-Chair**

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**Janet Pieper, Administrative Assistant II**