



Wylie Cemetery Advisory Board Meeting Minutes

August 4, 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 6:02 PM. The following Cemetery Advisory Board members were present: Board Member Gloria Suarez, Board Member Kimberly Summers, Board Member Allison Stowe, Board Member Jami Lindquist, Board Member Derek Trent, and Board Alternate Laurie Sargent. Board Alternate Erin Williams was absent from the meeting.

Staff present included: 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, the election of the Cemetery Advisory Board Chair for the 2022-2023 Term.**

Board Action

Board Member Suarez nominated Board Vice-Chair Stephens to serve as Board Chair for the 2022-2023 Term. Board Member Summers seconded the nomination, and a vote was taken and passed 6-0.

2. **Consider, and act upon, the election of the Cemetery Advisory Board Vice-Chair for the 2022-2023 Term.**

Board Action

Board Member Suarez nominated Board Member Stowe to serve as Board Vice-Chair for the 2022-2023 Term. Board Member Trent seconded the nomination, and a vote was taken and passed 6-0.

3. **Consider, and act upon, approval of the July 7, 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 July 7, 2022, Regular Cemetery Advisory Board Meeting Minutes. A vote was taken, and the motion passed 6-0.

WORK SESSION

WS1. Updates on Transition.

Staff Comments:

Parks Manager Brent Stowers advised that the cemetery transition paperwork had been turned over to the title company; however, a survey of the property is still required. The survey expense will be covered by the Wylie Cemetery Association.

WS2. Wylie Cemetery Volunteer Program Update.

Mr. Stowers advised that the Volunteer Program is still in process of development. He noted that the Parks and Recreation Division is often approached by volunteer groups such as the Scouts and other various youth associations. These groups' efforts offering volunteer work could be utilized by the Cemetery Volunteer Program once executed.

Board Comments:

Board Member Trent recommended staff consider looking into utilizing community service participants through the Department of Corrections in the Wylie Cemetery Volunteer Program. Mr. Stowers responded that the Parks Division had utilized community service participants in the past, but can be somewhat limited because the participants require staff supervision.

Board Chair Stephens advised that the City-sponsored Teen Court, which consists of high school youth, often seeks to participate in volunteer opportunities such as the Wylie Cemetery Volunteer Program.

Board Member Suarez inquired about the application process for the Wylie Cemetery Volunteer Program. Mr. Stowers responded that staff is still working on this process.

Board Vice-Chair Stowe added that the Rita Smith Library's volunteer program consists of a background check for participants. Mr. Stowers advised he would take this idea into consideration.

RECONVENE INTO REGULAR SESSION AT 6:17 PM**ADJOURNMENT**

A motion was made by Board Vice-Chair Stowe, seconded by Board Member Lindquist, to adjourn the meeting at 6:17 PM. A vote was taken, and the motion passed 6-0.

Keith Stephens, Board Chair

ATTEST:

Janet Hawkes, Administrative Assistant II