

A G E N D A

A regular meeting of the City of Waxahachie Cemetery Board to be held on **Thursday, July 11, 2024 at 8:30 a.m.** in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Members: Connie McGuire, Chairman
 Perry Giles, Vice Chairman
 Marion Reynolds
 Trudy Hankins
 Brian Hess

1. Call to Order
2. **Public Comments:** Persons may address the Cemetery Board on any issues. This is the appropriate time for citizens to address the Board on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. Consider approval of minutes of the City Cemetery Board meeting of May 2, 2024
4. Consider request by the Barajas Family for a headstone installation in the OC-1 Addition
5. Consider approval of charges for grave digging services
6. Hear update on Cemetery plot sales and services
7. Hear presentation from Purchasing Manager on Best Practices for Contracts
8. Adjourn

The Cemetery Board reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein. This meeting location is wheelchair-accessible. Parking for mobility-impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at 469-309-4006 or (TDD) 1-800-RELAY TX

Notice of Potential Quorum

***One or more members of the Waxahachie City Council may be present at this meeting.
No action will be taken by the City Council at this meeting.***

A regular meeting of the City of Waxahachie Cemetery Board was held on Thursday, May 2, 2024 at 8:30 a.m. in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Members Present: Connie McGuire, Chairman
 Perry Giles, Vice Chairman
 Marion Reynolds
 Trudy Hankins
 Brian Hess

Others Present: Kyle Cooper, Director of Parks & Recreation
 Brad Barnes, Assistant Director of Parks & Recreation
 Yadira Campos, Administrative Coordinator
 Patrick Souter, Council Representative

1. Call to Order

Chairman Connie McGuire called the meeting to order.

2. Public Comments

Councilman Chris Wright reminded board members that the time is almost here to apply if they wish to continue to serve on the boards they are on.

3. Consider approval of minutes of the City Cemetery Board meeting of March 7, 2024

Action:

Trudy Hankins moved to approve the minutes of the Cemetery Board meeting of March 7, 2024. Motion was seconded by Perry Giles and carried unanimously (5-0).

4. Hear update on Cemetery plot sales and services

The Item was presented by Kyle Cooper, Director of Parks & Recreation. He shared the following report of the current year to date totals:

- Plot sales: 18
- Cremation sale: 1
- Columbarium sale: 0
- Burials at the cemetery: 25

5. Discuss headstone restrictions

The Item was presented by Yadira Campos, Administrative Coordinator. She asked the board to review the image presented of a headstone and vase the Barjaras family would like to install in the OC-1 addition. The Board further discussed and agreed on allowing the vase to be on the left or right side of the headstone as long as the vase is on and within the required headstone base.

It was the general consensus of the Board to support the Barajas family headstone installation request.

6. Discuss cemetery grave digging price change

The Item was presented by Mr. Cooper. Mr. Cooper shared with the Board that staff located the Request for Proposals (RFP). The RFP was sent out in 2019 and a committee decided to continue with NAVCO so a new contract did not need to be established. He stated the RFP was never filed with the City Secretary's Office. Mr. Hess shared examples of other grave digger contracts and expressed the importance in updating the current contract with the grave digger.

Brad Houghton, owner of NAVCO, shared with the Board his history and agreement made with the City. He also shared a presentation on NAVCO.

The Board further discussed and agreed on creating a new contract that would be appropriate for this time of age and also be approved by the City and City Council. Board requested the Purchasing Department to join the next meeting and give recommendations on updating their current contract with the grave digger.

It was the general consensus of the Board to support a price change in grave digging services.

7. Adjourn

There being no further business, the meeting adjourned at 9:22 a.m.

Respectfully submitted,

Yadira Campos
Administrative Coordinator