

A G E N D A

A regular meeting of the City of Waxahachie Cemetery Board to be held on ***Thursday, September 5, 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 July 11, 2024
4. Hear update on cemetery plot sales & services
5. Review updated grave digger contract
6. Discuss cemetery's 5-year plan
7. Discuss cemetery fiberoptic
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, 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 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
 Jewelie Ramos, Purchasing Manager
 Gumaro Martinez, Executive Director of Parks & Leisure
 Services

1. Call to Order

Chairman Connie McGuire called the meeting to order.

Kyle Cooper, Senior Director of Parks & Recreation, introduced Ms. Curtis who is a part of the Red Oak ISD Teacher Externship. He shared that Ms. Curtis will be shadowing him today.

2. Public Comments

None.

3. Consider approval of minutes of the City Cemetery Board meeting of May 2, 2024

Trudy Hankins requested to amend the minutes to correct a typo included for Item 6. She noted the word “contact” should be corrected to reflect “contract.”

Action:

Marion Reynolds moved to approve the minutes of the Cemetery Board meeting of May 2, 2024 with the proposed amendment. Motion was seconded by Brian Hess and carried unanimously (5-0).

4. Consider request by the Barajas Family for a headstone installation in the OC-1 Addition

No action taken.

5. Consider approval of charges for grave digging services

No action taken.

6. Hear update on Cemetery plot sales and services

The Item was presented by Brad Barnes, Assistant Director of Parks & Recreation. Mr. Barnes gave the following report for the months of May and June:

May:

- Plot sales: 3
- Cremation sales: 2
- Burials at the cemetery: 3

June:

- Plot sales: 3
- Burials at the cemetery: 3

7. Hear presentation from Purchasing Manager on Best Practices for Contracts

The Item was presented by Jewelie Ramos, Purchasing Manager. She shared about RFP contracts and she stated she is attending the meeting as a resource to the board and to answer any questions on contracts. She also shared bids or an RFP contract would not be required since the grave digger does not get paid by the City. Mr. Barnes asked if the City has any say in the grave digger price changes in their services? Gumaro Martinez, Executive Director of Parks & Leisure responded and stated the City does not interfere with the grave diggers price changes. Mr. Hess asked if it would be possible to have multiple grave diggers that the funeral homes can choose from. Ms. McGuire responded stating multiple grave diggers are not selected only to protect the Cemetery. Ms. Hankins shared she see's no issues or problems with the current grave digger. Ms. Ramos stated having multiple gave diggers would bring liability issues.

The board further discussed. Board agreed on adding an agenda item in next meeting to review, update and make any necessary changes to the current contract.

Ms. Reynolds asked if the 5-year plan would be presented to the board. Mr. Cooper stated he will add it to the next meeting's agenda to be presented.

Ms. McGuire asked if the crape myrtles can be looked at. Mr. Cooper responded and stated he will ask our Beautification Department to take a look at them.

Mr. Perry Giles asked if there was any progress in the fiberoptic for the Cemetery cameras. Mr. Cooper responded and stated IT hasn't shared a set date. Ms. Reynolds asked if there can be a representative or something drafted on the plans to share with the board. Mr. Cooper stated he will bring something drafted from IT to share in the next meeting. Board further discussed about the cemetery cameras.

Ms. Hankins asked if the Cemetery was still facing staffing issues. Mr. Cooper responded and stated there are now four staffed at the Cemetery, three full time and one seasonal. He shared there has been a relationship built with SAGU Football team for the summer seasonal positions.

8. Adjourn

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There being no further business, the meeting adjourned at 9:15 a.m.

Respectfully submitted,

Yadira Campos
Administrative Coordinator