

# Wylie Cemetery Advisory Board Minutes

March 3, 2022 – 6:00 PM

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



## CALL TO ORDER

Board Vice-Chair Stephens called the regular meeting to order at 6:00 p.m. The following Cemetery Advisory Board members were present: Board Member Gloria Suarez, Board Member Juan Azcarate, Board Member Allison Stowe, and Board Alternate Jami Lindquist. Board Chair Sandra Stone, Board Member Kimberly Summers, Board Member Sandra Mondy, and Board Alternate Erin Williams were absent.

Staff present included: Assistant City Manager Renae' Ollie, Parks and Recreation Director Robert Diaz, and Parks and Recreation Administrative Assistant II Janet Hawkes.

## CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

## REGULAR AGENDA

### A. Consider, and act upon, approval of the January 6, 2022 Regular Cemetery Advisory Board minutes.

#### Board Action

A motion was made by Board Member Suarez, seconded by Board Member Azcarate, to approve the January 6, 2022 Cemetery Advisory Board minutes. A vote was taken and motion passed 4-0 with Board Chair Sandra Stone, Board Member Kimberly Summers, and Board Member Sandra Mondy absent.

## WORK SESSION

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

Director Diaz advised the Cemetery Advisory Board that the January 6, 2022 meeting minutes include the board's comments on proposed changes to the draft Rules and Regulations, and requested their confirmation of these comments and suggestions. The Cemetery Advisory Board confirmed their suggestions made during the January 6, 2022 meeting as shown in the minutes, specifically mentioning the prohibition of benches on burial plots and to instead install City benches in specified areas. Assistant City Manager Ollie added that several items listed in the draft Rules and Regulations, such as plot sizes and the prohibition of stacked burials, will also be confirmed with the Wylie Cemetery Association.

## **WS1. Board Updates.**

Director Diaz advised that the City Attorney continues to review the following transition documents: 1) the transfer of the cemetery property from the Wylie Cemetery Association to the City of Wylie, 2) the transfer of funds from the Wylie Cemetery Association to the City of Wylie, and 3) an agreement with Allen Funeral Home on their continuance to manage the sale of cemetery plots until a specified date. These documents will be presented to the Cemetery Advisory Board for their review at a future meeting, and then to the City Council for final approval.

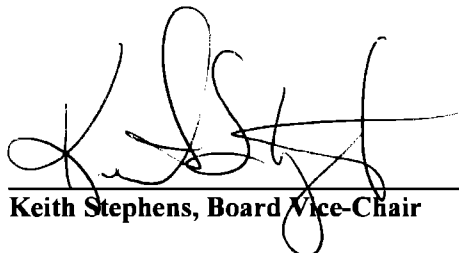
## **WS2. Future Updates.**

Assistant City Manager Ollie stated that she recently attended the Texas Historical Commission conference in Austin where she met several staff members from other municipalities that own and operate cemeteries. She noted there were several cemetery related sessions offered at the conference wherein she obtained good information in order to assist the City's upcoming cemetery acquisitions. Session information included pursuing grants, the formation of sub-committees, available resources for record keeping, fundraising ideas, and no cost assistance opportunities from the Texas Historical Commission. Assistant City Manager Ollie advised that the Wylie Cemetery Association currently participates in fundraising efforts by way of donation letters, of which she would like to pursue the continuance of after the City takes ownership.

Board Member Suarez expressed the concern of vandalism taking place in the City cemeteries. Director Diaz advised that the City currently implements the use of security cameras in various parks which have proved beneficial in preventing vandalism. He stated that staff will look into the placement of security cameras in the newly acquired cemeteries as well, after the City takes ownership.

## **ADJOURNMENT**

A motion was made by Board Member Stowe, seconded by Board Member Suarez, to adjourn the meeting at 6:15 p.m. A vote was taken and motion passed 4-0 with Board Chair Sandra Stone, Board Member Kimberly Summers, and Board Member Sandra Mondy absent.

  
Keith Stephens, Board Vice-Chair

**ATTEST:**

  
Janet Hawkes, Administrative Assistant II