

Wylie Cemetery Advisory Board Regular Meeting

July 07, 2022 – 6:00 PM

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



CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. Consider, and act upon, approval of the May 5, 2022 regular Cemetery Advisory Board meeting minutes.

WORK SESSION

WS1. Discuss Volunteer Program.

WS2. Update of Transition.

EXECUTIVE SESSION

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on June 30, 2022, at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.072 – Discussing purchase, exchange, lease or value of real property.

§ 551.073 – Discussing prospective gift or donation to the City.



Wylie Cemetery Advisory Board Meeting Minutes

May 5, 2022 – 6:00 PM

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

CALL TO ORDER

Board Chair Sandra Stone called the regular meeting to order at 6:03 PM. The following Cemetery Advisory Board members were present: Board Vice-Chair Keith Stephens, Board Member Gloria Suarez, Board Member Kimberly Summers, Board Member Juan Azcarate, and Board Member Jami Lindquist. Board Member Allison Stowe and Board Alternate Erin Williams were absent.

Staff present included: Deputy City Manager Renae' Ollie, 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 approval of the April 7, 2022 Cemetery Advisory Board meeting minutes.

Board Action

A motion was made by Board Member Suarez, seconded by Board Member Azcarate, to approve the April 7, 2022 Cemetery Advisory Board meeting minutes with the amendment on page 5, third paragraph, second line, to change Sec. 378-71 (b) to Sec. 78-371 (b). A vote was taken, and the motion passed 6-0 with Board Member Stowe absent.

WORK SESSION

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

Staff Comments:

Deputy City Manager Renae' Ollie advised that due to the state Health and Safety Code and Board comments given during the April meeting, staff made some amendments to the final draft of the Cemetery Rules and Regulations. Ms. Ollie discussed revisions made to Sec. 78-371 Cemetery Care; the "maintenance of fences and walls" was added to Sec. 78-371 (a), and "leveling" was removed from Sec. 78-371 (b). Both are maintenance responsibilities required for municipalities as written in the state Health and Safety Code Chapter 713. Ms. Ollie noted the amendments made to Sec. 78-373 Purchase Options; in Sec. 78-373 (e), the wording was changed to include "Internment space shall be in accordance with state Health and Safety Code Chapter 711, Sec. 711.0395, and as amended. Only one casket will be permitted in each grave. In the event cremation is utilized, a maximum of four (4) interments will be permitted in one (1) space." Ms. Ollie advised that the Health and Safety Code Chapter 713 allows the City to allocate funds for unmarked graves. Provided markers must include the interment's name, birth date, and death date.

Board Comments:

Board Member Suarez referred to Sec. 78-380 Cemetery Responsibility, inquiring about the City's liability in the event of damage. Deputy City Manager Ollie responded that the Texas Municipal League has a provision for municipalities to acquire insurance coverage.

WS2. Discuss the formation of committees.**Staff Comments:**

Deputy City Manager Ollie advised that the Cemetery Advisory Board must receive City Council approval to form committees. Ms. Ollie stated she felt it best not to pursue the formation of a cemetery records committee, advising that staff would coordinate records management, possibly including Cemetery Advisory Board members if needed, to which the Board agreed. Ms. Ollie said staff is looking into purchasing cemetery software to digitize existing and future cemetery records.

Board Comments:

The Board consensus was to develop a fundraiser committee. Board Chair Stone advised that she has used Pontem Software to digitize cemetery records. Board Member Azcarate recommended seeking assistance from the Library Genealogy Club regarding cemetery records management.

Staff Comments:

Deputy City Manager Ollie stated that in addition to the money being donated by the Wylie Cemetery Association, staff had budgeted funds for ground maintenance and operational expenses. Ms. Ollie added that 100 flags were recently donated to the City by the Wylie Economic Development Corporation.

Board Comments:

Board Chair Stone suggested an initial cemetery cleanup event. Ms. Stone recommended committee(s) be formed now for them to be in place before the ownership transition date. Ms. Stone also requested that staff soon coordinate a tour with the Board to understand the cemetery's current condition better. The Board consensus was to hold the tour on a Saturday.

WS3. Discuss the status of acquiring the cemetery properties.**Staff Comments:**

Deputy City Manager Ollie updated the Board on the transition of cemetery ownership, stating that the City Attorney has drafted a Bill of Sale and Purchase and Sale Agreement for the rights to be turned over to the City. The Wylie Cemetery Association will review these documents then City Council will proceed with the final adoption authority. The City expects to take ownership of the potential cemeteries by October 2022.

ADJOURNMENT

A motion was made by Board Member Azcarate, seconded by Board Vice-Chair Stephens, to adjourn the meeting at 6:41 PM. A vote was taken, and the motion passed 6-0 with Board Member Azcarate absent.

Sandra Stone, Board Chair

ATTEST:

Janet Hawkes, Administrative Assistant II



Cemetery Advisory Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Hawkes

Account Code: _____

Subject

Discuss Volunteer Program

Recommendation

N/A

Discussion

Discuss the establishment of Cemetery Advisory Board (CAB) committees and or volunteers. Review the draft of the City of Wylie Cemetery Volunteer Program.

CITY OF WYLIE CEMETERY VOLUNTEER PROGRAM

The Wylie City Council believes that cemeteries are among the most valuable historic and cultural heritage resources and promotes conservation, preservation, and appreciation of these cemeteries. The Council further believes that our historic cemeteries are a place of remembrance, of cultural and historic importance and are of natural beauty.

Volunteer Mission Statement: To assist the City of Wylie and the Wylie Cemetery Advisory Board to responsibly manage this great historic resource.

Requirements - Any person interested in the welfare and preservation of municipally owned cemeteries may become a volunteer as set forth in the Volunteer Guide.

VOLUNTEER WITH US!

- (a) Summer “VolunTeens”
- (b) Boy Scouts of America
- (c) Girl Scouts of America
- (d) WISD Students
- (e) Veterans
- (f) Rotary/Lions Clubs
- (g) Need Volunteer Hours (Municipal Court)
- (h) Senior Center participants

SPECIAL PROJECT EXAMPLES:

- (a) Historic Research on notable burials
- (b) Assist in protecting and restoring heritage graves
- (c) Promoting the cemeteries as historic focal points
- (d) Veteran Section Volunteers
- (e) Decoration cleanup
- (f) Memorial Day Volunteers
- (g) Leading Tour Groups
- (h) Generate funds to support special projects
- (i) General Cemetery Ground cleanup
- (j) Adopt-A-Plot
- (k) Marker Restoration and Cleaning (training required)
- (l) Event Planning and Participation
- (m) Grant Research



Volunteers must abide by all security and safety rules as outlined in all applicable training programs,

OPTION From Library Board:

ARTICLE IV

Committees

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Library Board member serving on them. These committees are automatically dissolved upon completion of assignment.

Section 2. Progress reports will be given at each Board Meeting and a final report on completion of assignments.



Cemetery Advisory Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Hawkes

Account Code: _____

Subject

Update of Transition

Recommendation

N/A

Discussion

Discuss the status of acquiring the cemetery properties.