

# Wylie Cemetery Advisory Board Regular Meeting

April 06, 2023 – 6:00 PM

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



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## 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 November 3, 2022 Regular Wylie Cemetery Advisory Board Meeting Minutes

## WORK SESSION

WS1. Wylie Cemetery Transition Update.

## RECONVENE INTO REGULAR SESSION

## 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 March 31, 2023, 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.

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Stephanie Storm, City Secretary

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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

# AGENDA REPORT

Department: Parks and Recreation  
Prepared By: Janet Pieper

Account Code: \_\_\_\_\_

### Subject

Consider and act upon approval of the November 3, 2022, Regular Cemetery Advisory Board Meeting Minutes.

### Recommendation

Motion to approve Item as presented.

### Discussion



# Wylie Cemetery Advisory Board Regular Meeting Minutes

November 3, 2022 – 6:00 PM

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

## CALL TO ORDER

Board Vice-Chair Allison Stowe called the regular meeting to order at 6:00 PM. The following Cemetery Advisory Board members were present: Board Member Gloria Suarez, Board Member Kimberly Summers, Board Member Jami Lindquist, Board Member Derek Trent, and Board Member Laurie Sargent. Board Chair Keith Stephens was absent from the meeting.

Staff present included: Deputy City Manager Renae' Ollie, Assistant Parks and Recreation Director Brent Stowers, and Parks and Recreation Administrative Assistant II Janet Pieper.

## CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

## REGULAR AGENDA

1. **Consider and act upon approval of the November 3, 2022, Regular Cemetery Advisory Board Meeting Minutes.**

### Board Action

A motion was made by Board Member Suarez, seconded by Board Member Trent, to approve the November 3, 2022, Regular Cemetery Advisory Board Meeting Minutes. A vote was taken, and the motion passed 6-0 with Board Chair Keith Stephens absent from the meeting.

2. **Consider and act upon approval of changing the Cemetery Advisory Board meetings to an earlier specified time.**

### Board Action

A motion was made by Board Member Suarez, seconded by Board Member Summers, to leave the Cemetery Advisory Board meeting at the current start time of 6:00 pm. A vote was taken, and the motion passed 6-0 with Board Chair Keith Stephens absent from the meeting.

## WORK SESSION

### **WS1. Wylie Cemetery Transition Update.**

#### Staff Comments:

Deputy City Manager Renae' Ollie updated the board on the cemetery acquisitions. She advised that all required documents had been delivered to the Title Company; however, title insurance could not be issued due to a discrepancy found in the survey. Ms. Ollie explained that the discrepancy found by the surveyor

indicated that there was a small, older portion of the land with no deed or legal description verifying that it was a part of the Wylie cemetery. Staff is discussing with the City Attorney the best way to approach the survey discrepancy.

Ms. Ollie advised that staff is working with the Wylie Cemetery Association to decide the best method to disburse the existing cemetery funds.

#### **RECONVENE INTO REGULAR SESSION AT 6:13 PM**

#### **ADJOURNMENT**

A motion was made by Board Member Summers, seconded by Board Member Suarez, to adjourn the meeting at 6:13 PM. A vote was taken, and the motion passed 6-0 with Board Chair Keith Stephens absent from the meeting.

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**Allison Stowe, Board Vice-Chair**

**ATTEST:**

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**Janet Pieper, Administrative Assistant II**



# Wylie Cemetery Advisory Board

## AGENDA REPORT

Department: Parks and Recreation  
 Prepared By: Janet Pieper

Account Code: \_\_\_\_\_

### Subject

Wylie Cemetery Transition Update.

### Recommendation

Discussion

### Discussion

In the process of acquiring the Wylie and Hughes Cemeteries from the Wylie Cemetery Association, it was determined that ownership of a portion of the cemetery could not be verified. Therefore, the surveyor was unable to certify the plans. In turn, the title company could not issue an Owner's Title Policy to protect the city.

Staff spent numerous hours researching and trying to determine staffing needs to properly take over the cemeteries. It would be very difficult for staff to handle such an undertaking of maintenance, document research, digitizing, and selling of plots. Staff presented Council with a status update and feedback on moving forward and the challenges it faces. At the direction of Council, staff has communicated with the Association that the city will not pursue taking ownership of the cemeteries. The Association will seek other non-profits or cemetery agencies in regards to acquiring the cemeteries.

Below is a summary of how current contract mowing compares to staff mowing:

- Contract mowing takes place every 10-14 days. 390 acres of neighborhood parks, public facilities, special use areas (open space), and medians & R.O.W are maintained in this contract. The contractor typically runs this schedule 21 cycles out of the year, bringing the budget to about \$425k a year.*

*The Hughes and Wylie cemeteries are roughly 7.3 acres. These would need to be maintained weekly at 39 cycles a year for the contractor to maintain. This was going to increase the mowing contract an additional \$50k, bringing the overall total to \$475k annually to maintain.*

- Staff Four (4) full-time positions and two (2) part-time seasonal positions mow the acreage that is considered to be "high traffic" and "high visibility." These "special handling" areas require more frequent mowing than the areas currently on the contract. The included parks and public spaces are typically mowed once each week. Athletic fields are mowed 2 - 3 times per week.*
- Currently, Public Facilities and some neighborhood parks are maintained weekly. This equals roughly 39 cycles per year.*

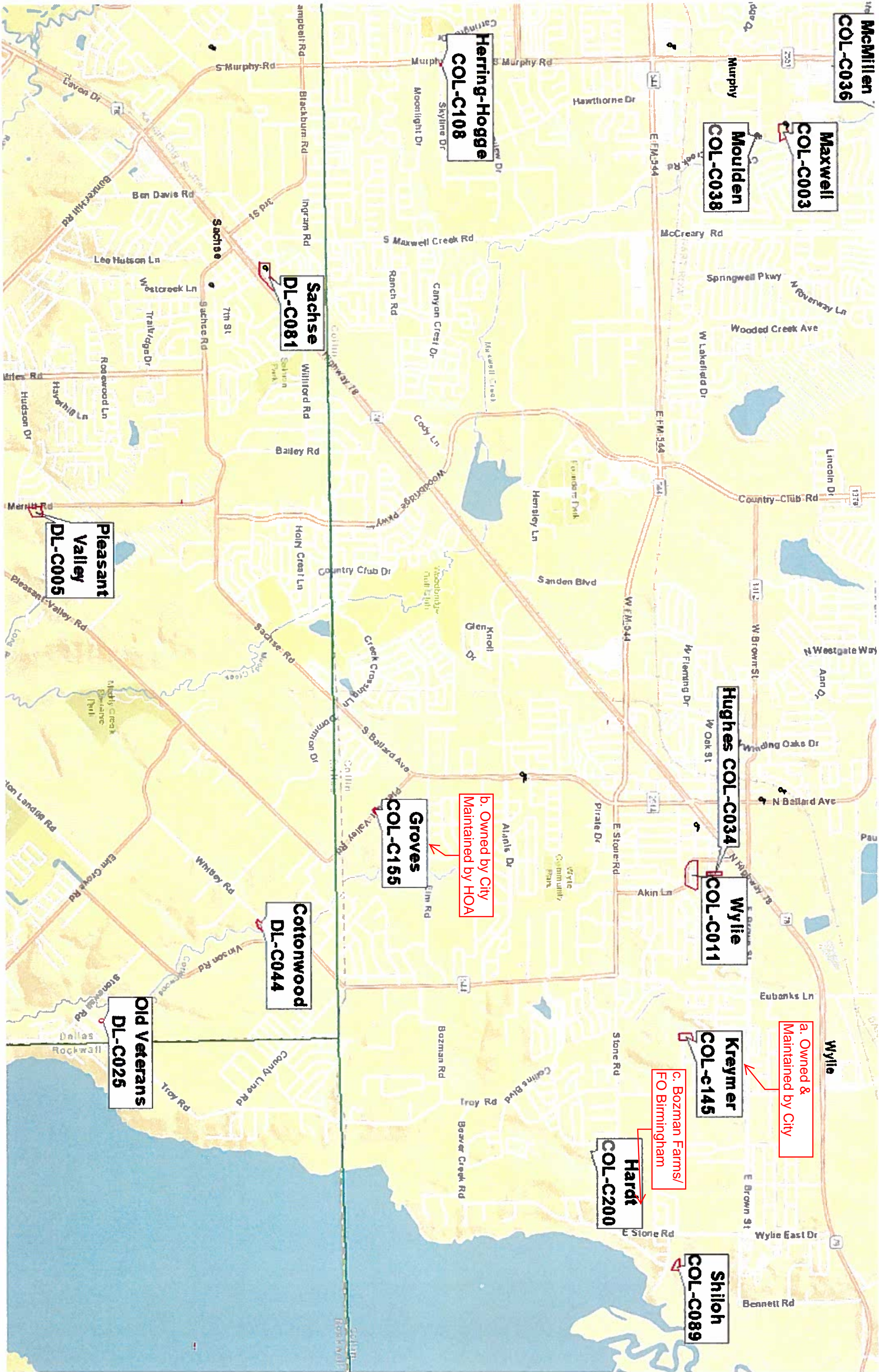
- *Athletic fields are typically maintained 2 - 3 times per week. This equals 78 - 117 cycles per year.*
- *Staff maintains 18.17 acres of neighborhood parks, 20.48 acres of public facilities, and 122.3 acres of athletic fields. This totals 160.95 acres.*

The purpose of this work session is to discuss the duties and continuance of the Board in light of not taking over the Hughes and Wylie cemeteries.

1. Does the Board continue serving as an advisory/volunteer board for the other small cemeteries that that city owns? These cemeteries are more historical in nature and are not actively used. They are not large, and could possibly entail annual cleanups, historical activities, etc.
2. The three cemeteries located within city limits include:
  - a. Kreymer Cemetery - owned and maintained by the City
  - b. Groves Cemetery - owned by DPV HOA, maintained by the City
  - c. Hardt Cemetery - owned and maintained by F.O. Birmingham Memorial Land Trust

The other locations indicated on the map are outside city jurisdiction.





**McMillen**  
**COL-C036**

**Maxwell**  
**COL-C003**

**Moulden**  
**COL-C038**

**Herring-Hogge**  
**COL-C108**

**Sachse**  
**DL-C081**

**Pleasant Valley**  
**DL-C005**

**Hughes COL-C034**

**Wylie**  
**COL-C011**

**Groves**  
**COL-C155**

**b. Owned by City  
Maintained by HOA**

**Cottonwood**  
**DL-C044**

**Old Veterans**  
**DL-C025**

**a. Owned &  
Maintained by City**

**Kreymer**  
**COL-c145**

**c. Bozman Farms/  
FO Birmingham**

**Hardt**  
**COL-C200**

**Shiloh**  
**COL-C089**



**Exhibit 1**

20141201001303770 12/01/2014 12:40:19 PM NO 1/4

**NOTICE OF EXISTENCE OF CEMETERY**

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF Collin

THAT the undersigned, acting pursuant to the provisions of Section 711.011 of the Texas Health and Safety Code, files this notice of the discovery of an unknown or abandoned cemetery.

The Cemetery is located (describe the location, including GPS information, if available):

*Kreymer Cemetery Located in designated park property on west side of Kings Ct. in Avalon neighborhood*  
*N. 33 00.688' W. 096 30.968'*

A location map (Exhibit A) is attached (may be hand drawn).

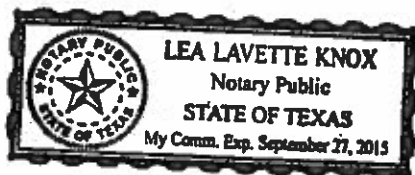
The Cemetery is evidenced by (describe features such as markers with inscriptions, graves marked only by stone, archaeological evidence resulting from inadvertent excavations, fencing, commonly used grave plantings (iris, crepe myrtle), or other evidence):

*Multiple fragment / base stones visible as well as indentations from grave Fenced in area that does not include all graves. One legible last name of Bateman*

The legal description for the land occupied by the Cemetery is (provide survey and abstract numbers and a description, attach as an Exhibit to Notice if necessary):

*Avalon #2 (CWY), Blk J, Lot 7, 1.996 Acres City Park Property ID 2606764*

This Notice signed and executed on the 1<sup>st</sup> day of Dec, 2014.



*P David White*

(signature)

*P David White*

(printed name)

*2013 Fairway View*

(address)

*Wylie Tx*  
*75098*

THE STATE OF TEXAS

COUNTY OF Collin

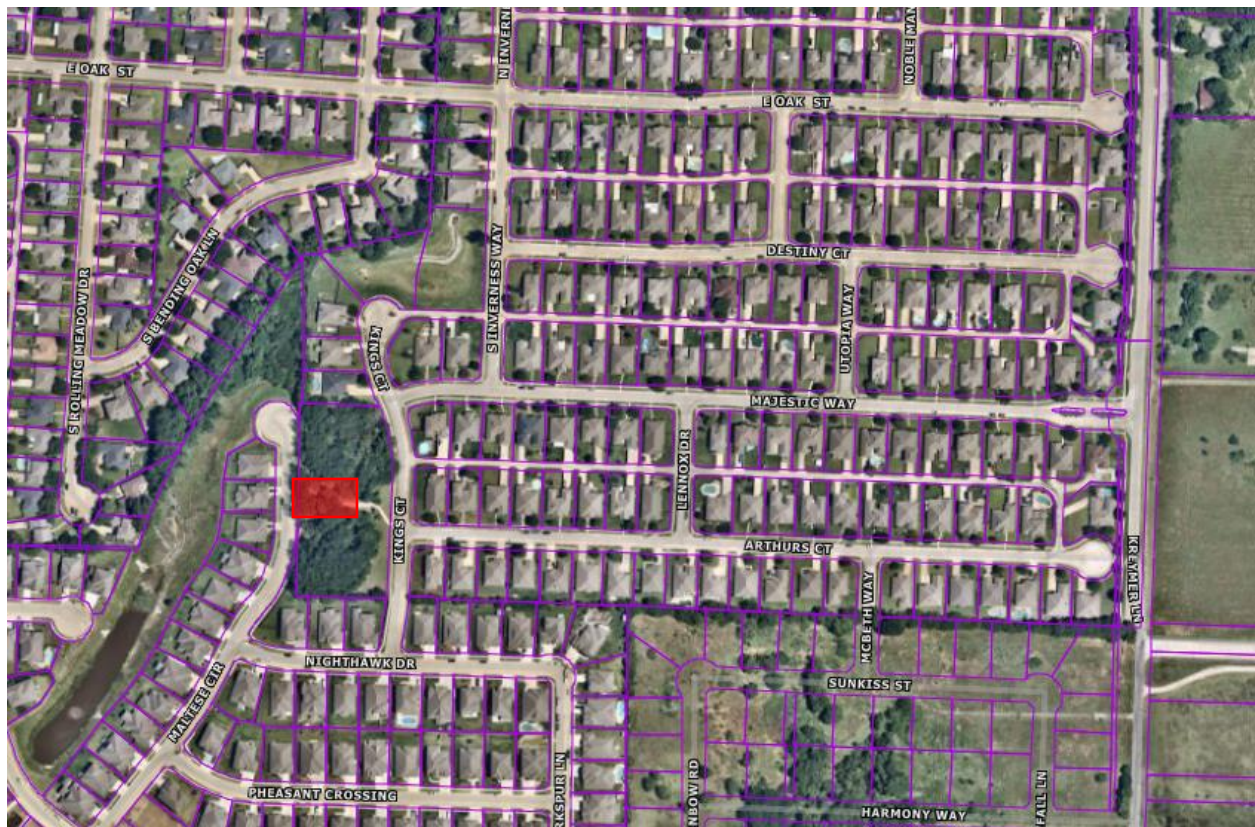
This instrument was acknowledged before me on the 1<sup>st</sup> day of December, 2014.

by Lea Lavette Knox

*Lea Lavette Knox*

Notary Public, State of Texas

*Kreymer*



**Exhibit 2****NOTICE OF EXISTENCE OF CEMETERY**

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF Collin

THAT the undersigned, acting pursuant to the provisions of Section 711.011 of the Texas Health and Safety Code, files this notice of the discovery of an unknown or abandoned cemetery.

The Cemetery is located (describe the location, including GPS information, if available):

*Groves Cemetery N. 32 59. 183' W. 096 32. 356'*

*Southwest side of Pleasant Valley road approximately quarter of a mile from Sachse / Ballard road.*

A location map (Exhibit A) is attached (may be hand drawn).

The Cemetery is evidenced by (describe features such as markers with inscriptions, graves marked only by stone, archaeological evidence resulting from inadvertent excavations, fencing, commonly used grave plantings (iris, crepe myrtle), or other evidence):

*No visible stones Irises, Century plants and remnants of wrought iron fencing  
(shown on 1959 USGS topo map)*

The legal description for the land occupied by the Cemetery is (provide survey and abstract numbers and a description, attach as an Exhibit to Notice if necessary):

*ABS A1100 Guadalupe De Lassantos, surver Tract 4 Split by County line 30 + acres*

This Notice signed and executed on the 1<sup>ST</sup> day of DEC, 2014.



*P David White*  
(signature)

*P David White*  
(printed name)

*2013 Fairway View Wylie Tx.*  
(address)  
*75098*

THE STATE OF TEXAS

COUNTY OF Collin

This instrument was acknowledged before me on the 1<sup>st</sup> day of December, 2014.

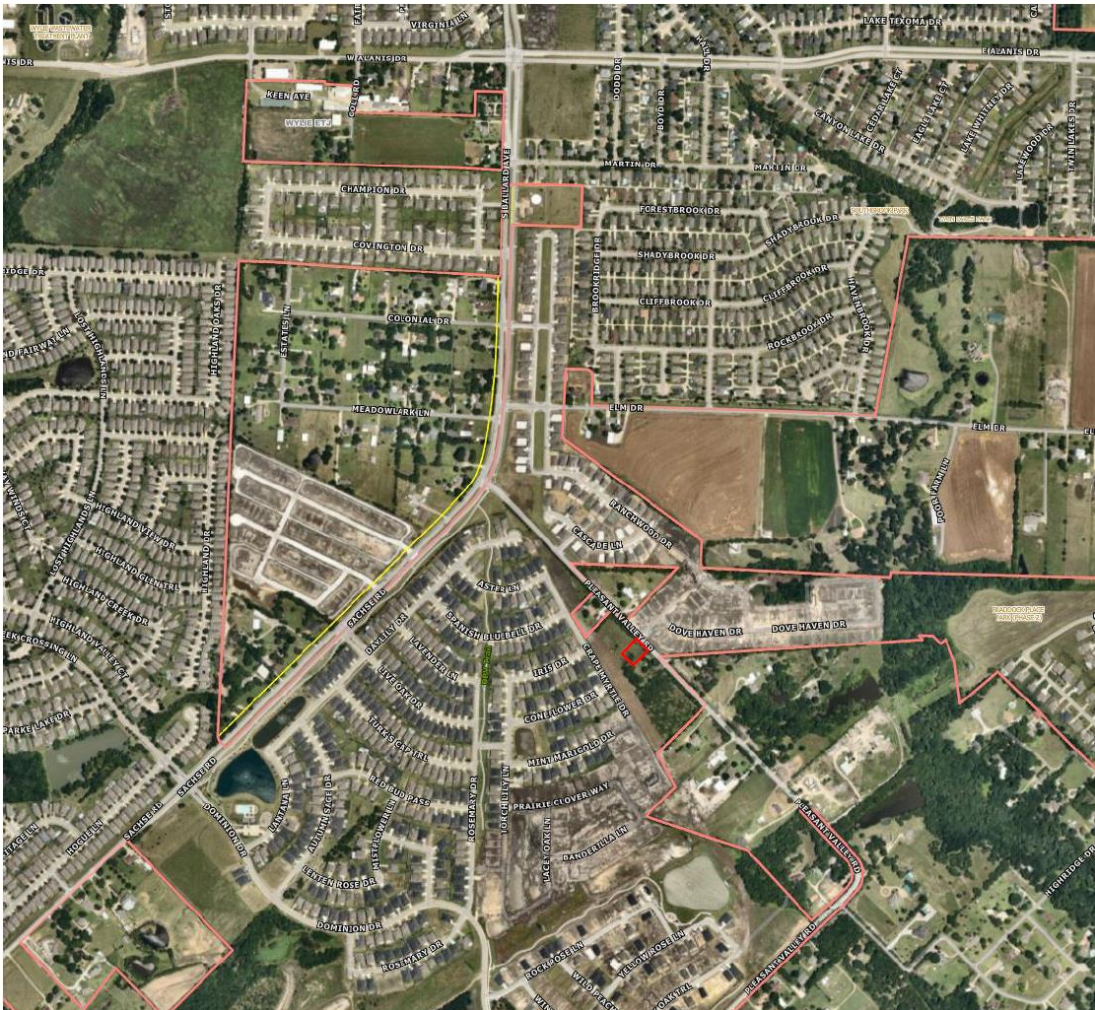
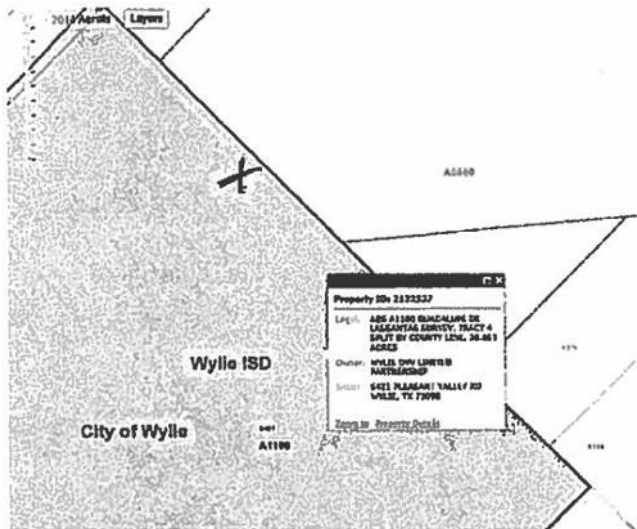
by *Lea Lavette Knox*

*[Signature]*  
Notary Public, State of Texas

Groves



Lost / Abandon Cemetery On 1959 USGS Topo Map for Garland







20141201001303760 12/01/2014 12:40:18 PM NO 1/2

04/06/2023 Item WS1.

**Exhibit 3**

**NOTICE OF EXISTENCE OF CEMETERY**

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF Collin

THAT the undersigned, acting pursuant to the provisions of Section 711.011 of the Texas Health and Safety Code, files this notice of the discovery of an unknown or abandoned cemetery.

The Cemetery is located (describe the location, including GPS information, if available):

*Hardt Cemetery N. 33 00.192' W. 096 30.273'*  
*South of Stone Road, East of temporary dead end circle on Wildflower Lane*

A location map (Exhibit A) is attached (may be hand drawn).

*Situated behind homes in wooded area*

The Cemetery is evidenced by (describe features such as markers with inscriptions, graves marked only by stone, archaeological evidence resulting from inadvertent excavations, fencing, commonly used grave plantings (iris, crepe myrtle), or other evidence):

*Two existing stones Francis C. Moore, Wife of J. ?. Job May 23, 1858 - Aug 10, 1883*  
*Minnie O. Moore, Dau of J.W. & E.H Moore Jan. 22, 1881 - Dec 19, 1883*

The legal description for the land occupied by the Cemetery is (provide survey and abstract numbers and a description, attach as an Exhibit to Notice if necessary):

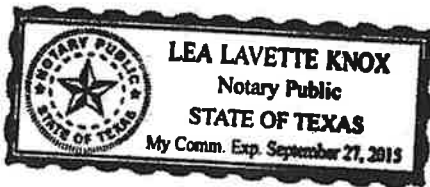
*ABS A0475 JG Jouett Survey Tract 91 220.8215*

This Notice signed and executed on the 1<sup>st</sup> day of DEC, 20 14.

P David White  
 (signature)

P David White  
 (printed name)

2013 Fairway View Wylie Tx  
 (address) 75098



THE STATE OF TEXAS

COUNTY OF Collin

This instrument was acknowledged before me on the 1<sup>st</sup> day of December, 20 14.

by Lea Lavette Knox

Lea Lavette Knox  
 Notary Public, State of Texas

*Hardt*

