

# Wylie Cemetery Advisory Board Regular Meeting

November 03, 2022 – 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.*

### CONSENT AGENDA

*All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

### REGULAR AGENDA

1. Consider and act upon, approval of the August 4, 2022, Regular Cemetery Advisory Board Meeting Minutes.
2. Consider and act upon, approval of changing the Cemetery Advisory Board meetings to an earlier specified time.

### 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 October 28, 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.

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 Hawkes

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

### Subject

Consider and act upon, approval of the August 4, 2022, Regular Cemetery Advisory Board Meeting Minutes.

### Recommendation

Motion to approve Item as presented.

### Discussion



# Wylie Cemetery Advisory Board Meeting Minutes

August 4, 2022 – 6:00 PM

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

## CALL TO ORDER

Board Vice-Chair Keith Stephens called the regular meeting to order at 6:02 PM. The following Cemetery Advisory Board members were present: Board Member Gloria Suarez, Board Member Kimberly Summers, Board Member Allison Stowe, Board Member Jami Lindquist, Board Member Derek Trent, and Board Alternate Laurie Sargent. Board Alternate Erin Williams was absent from the meeting.

Staff present included: 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, the election of the Cemetery Advisory Board Chair for the 2022-2023 Term.**

### **Board Action**

Board Member Suarez nominated Board Vice-Chair Stephens to serve as Board Chair for the 2022-2023 Term. Board Member Summers seconded the nomination, and a vote was taken and passed 6-0.

2. **Consider, and act upon, the election of the Cemetery Advisory Board Vice-Chair for the 2022-2023 Term.**

### **Board Action**

Board Member Suarez nominated Board Member Stowe to serve as Board Vice-Chair for the 2022-2023 Term. Board Member Trent seconded the nomination, and a vote was taken and passed 6-0.

3. **Consider, and act upon, approval of the July 7, 2022, Regular Cemetery Advisory Board Meeting Minutes.**

### **Board Action**

A motion was made by Board Member Suarez, seconded by Board Member Summers, to approve the July 7, 2022, Regular Cemetery Advisory Board Meeting Minutes. A vote was taken, and the motion passed 6-0.

## WORK SESSION

### **WS1. Updates on Transition.**

**Staff Comments:**

Parks Manager Brent Stowers advised that the cemetery transition paperwork had been turned over to the title company; however, a survey of the property is still required. The survey expense will be covered by the Wylie Cemetery Association.

**WS2. Wylie Cemetery Volunteer Program Update.**

Mr. Stowers advised that the Volunteer Program is still in process of development. He noted that the Parks and Recreation Division is often approached by volunteer groups such as the Scouts and other various youth associations. These groups' efforts offering volunteer work could be utilized by the Cemetery Volunteer Program once executed.

**Board Comments:**

Board Member Trent recommended staff consider looking into utilizing community service participants through the Department of Corrections in the Wylie Cemetery Volunteer Program. Mr. Stowers responded that the Parks Division had utilized community service participants in the past, but can be somewhat limited because the participants require staff supervision.

Board Chair Stephens advised that the City-sponsored Teen Court, which consists of high school youth, often seeks to participate in volunteer opportunities such as the Wylie Cemetery Volunteer Program.

Board Member Suarez inquired about the application process for the Wylie Cemetery Volunteer Program. Mr. Stowers responded that staff is still working on this process.

Board Vice-Chair Stowe added that the Rita Smith Library's volunteer program consists of a background check for participants. Mr. Stowers advised he would take this idea into consideration.

**RECONVENE INTO REGULAR SESSION AT 6:17 PM****ADJOURNMENT**

A motion was made by Board Vice-Chair Stowe, seconded by Board Member Lindquist, to adjourn the meeting at 6:17 PM. A vote was taken, and the motion passed 6-0.

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**Keith Stephens, Board Chair**

**ATTEST:**

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**Janet Hawkes, Administrative Assistant II**



## Wylie Cemetery Advisory Board

# AGENDA REPORT

Department: Parks and Recreation  
Prepared By: Janet Hawkes

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

### Subject

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

### Recommendation

Motion to consider approval of Item as presented.

### Discussion

The Board will discuss earlier meeting time options and each Board Member's availability.



## Wylie Cemetery Advisory Board

# AGENDA REPORT

Department: Parks and Recreation  
Prepared By: Janet Pieper

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

### Subject

Wylie Cemetery Transition Update.

### Recommendation

### Discussion

Discussion on the Wylie Cemetery transition.