

AGENDA

Cemetery Board
Meeting 7:00 pm
June 11, 2012
City Hall Council Chambers
501 Sheppard Road
Burkburnett, Texas 76354

Item 1. Call meeting to order.

Item 2. Consent Agenda.

A. Approval of minutes: May 14, 2012.

Item 3. Discuss and take any action necessary on Cemetery Pavilion.

Item 4. Discuss and take any action necessary on cemetery regulations and restrictions.

Item 5. Discuss and take any action necessary on Cemetery Clean-up Days.

Item 6. Discuss and make recommendation for Fiscal Year 2013 Budget requests.

Item 7. Discuss any new business.

Item 8. Citizen/Board member comments.

Item 9. Adjournment.

I, Janelle Dolan, City Clerk for the City of Burkburnett, Texas do hereby certify that I posted this agenda on the glass front door of the facing the outside at 9:00 am on Friday, June 8, 2012 in compliance with the Open Meeting Act Chapter 551.

Just Halley for Janelle Dolan

Janelle Dolan

Posted 6-8-12 at 12:30 pm

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at (940)569-2263 for further information.

MINUTES

CEMETERY BOARD MEETING

The Cemetery Board of Directors of the City of Burkburnett, Texas met in a regular called meeting on May 14, 2012 at 7:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meeting Act. The following were present:

Cemetery Board Members present: Denise Kirkpatrick, Ron Clarke, Nova Dickson, Brenda Whaley, Paula Smith, Kathy Patterson and Shannon Waitman.

Others Present: Rodney Roberts, Director of Parks and Recreation and Rick Sims, Bundy, Sims, & Potter, Inc.

Item 1. Denise Kirkpatrick, Chairman, called the meeting to order.

Item 2. Consent Agenda.

A. Approval of minutes: April 9, 2012.

Motion was made by Denise Kirkpatrick, seconded by Brenda Whaley to approve Consent Agenda. Motion carried unanimously.

Item 3. Rick Sims architect with Bundy, Sims, & Potter, Inc., provided drawings of the pavilion and provided several suggestions to consider. Mr. Sims stated the pavilion will be 40' X 40' with a 12 foot ceiling. Mr. Sims made the following suggestions: the north wall be split face block with stone appearance, with a section on the inner side for a screen effect for pictures or video. A discussion was held on a Walk of Honor, it would be for those that have served in the Military. There would be bronze plaques 4" X 8" including name, branch of military, and date. Bathrooms would be south of the pavilion. The entrance will have three monoliths: one with the historical marker and book with grave locations and the other two will have honored military. At the next meeting Mr. Sims will provide a 3D plan which will then be presented to the Board of Commissioners on June 18th.

Item 4. The Cemetery Restrictions and Regulations will be retyped and distributed at the next Cemetery Board Meeting. A request will be made to be on the Board of Commissioners June 18th meeting to present the Cemetery Restrictions and Regulations to the Board.

Item 5. Cemetery Clean Up Days are June 8th 8am-12pm and June 9th 9am-12pm.

Item 6. Rodney Roberts, Director of Parks and Recreation, stated that Riley-Gardner Headstone has stated they will help citizens that have bought markers from them raise the sunken ones. Discussion was held on the need for violations to be addressed. If a violation is found, a 21 day compliance notice needs to be placed at graveside and action needs to be taken.

Item 7. Citizen/ Board Member Comments.

Item 8. There being no further business the meeting was adjourned.

Denise Kirkpatrick, Chair

ATTEST:

Janelle Dolan, City Clerk

CEMETERY RESTRICTIONS AND REGULATIONS AS APPROVED BY THE CITY COMMISSIONERS

These restrictions and regulations are intended to create and preserve the beauty of our cemetery; a place to provide a comfortable setting to visit and pay respects to your departed loved ones. We respectfully request your cooperation with these specified regulations.

1. All headstones shall be no more than **2** inches above ground level, allowing for settling of the headstone.
2. All graves must be level with the surrounding ground to facilitate ease of mowing.
3. No benches, shrubbery, landscaping or border fencing of any kind shall be permitted and will be removed upon discovery by the City.
4. All curbing, headstones and footstones must be approved by the City prior to installation and meeting the following specifications. Permits for these installations must be included applicable measurement restrictions

Note: Gravesites are **10** feet long by **5** feet wide. Grave openings are **8** feet long by **40** inches wide. Curbing will not be more than **4** to **5** inches wide, **4** to **6** inches in depth and must be level with the surrounding ground. Curbing and Headstones combined can be no more than **24** inches in width. This will avoid any conflict should the grave need to be reopened.

5. All headstones and footstones must be set in place by a professional and have a supporting base and border of concrete to preclude sinking. **(8)** feet must be left for the opening of the grave plot after the stones is set.
6. All funerals: including cremations must be coordinated with the City prior to the funeral and burial to insure proper recording. Opening and closing of gravesites shall be done by the City or an approved designated professional.
7. No gravel or rock of any kind shall be placed at gravesites. No glass, pvc, or metal pipe shall be allowed.
8. The trees in the cemetery are City property and no item of any kind shall be affixed to them in any manner.
9. All Memorial items to the deceased will be placed on the headstone border except for those items (i.e.: crosses, Sheppard's hooks, not to exceed 36 inches in height) that are designed to be inserted into the ground. Such items must be placed at the back of the headstone and must be touching the headstone or headstone border to avoid any conflict with mowing. Whenever such items are placed at the gravesite, they are the responsibility of the property owner. The City assumes no responsibility for the mowing, trimming and upkeep of the grass of that grave or gravesites. Notwithstanding such placement of memorial items, no memorial items shall

interfere with funeral services at adjacent gravesites. If the gravesites are not mowed or trimmed for 21 days or become unsightly and do not conform to the surrounding landscape, the City may remove and dispose of the commemorative item and assume responsibility for the mowing and trimming of the grass.

10. Property owners may register with the city to maintain their gravesite.

11. Temporary commemorative items such as flowers, wreaths, balloons, flags, etc. for special occasions such as Birthdays, anniversaries, Valentine's Day, Mother's Day, Father's Day, Independence Day, Memorial Day, Veteran's Day, will be allowed. These items should be removed no later 30 days following the special occasion. Thanksgiving and Christmas decorations shall be removed 30 days after the holiday. If not removed at that time the City will remove and dispose of such items.