CEMETERY BOARD MEETING
MINUTES

The Cemetery Board of Directors of the City of Burkburnett, Texas, met in a regularly scheduled meeting on May 10, 2022 at 6:30 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public, with notice given in compliance with the Open Meetings Act.

The following members were present:

- Ronald Clarke  Chairperson
- Denise Kirkpatrick  Vice-Chairperson
- Paula Smith  Secretary
- Ted Kwas  Member
- Nova Dickson Morris  Member
- Eric Rutledge  Member
- Brenda Whaley  Member

Lawrence Cutrone, City Manager, Earl Mattingly, and Brent Battista, Director of Parks and Recreation, were present.

ITEM 1. CALL MEETING TO ORDER

Chairperson Ron Clarke called the meeting to order at 6:30 p.m.

ITEM 2. CONSENT AGENDA

Approval of Minutes from February 11, 2020.

Paula Smith made a motion, seconded by Denise Kirkpatrick, to accept the minutes from February 11, 2020. Motion carried.

ITEM 3. PERSONAL/AUDIENCE COMMENTS

There were no comments.

ITEM 4. Discuss and take action necessary regarding Cemetery Maintenance.

The committee discussed cemetery maintenance, including (1) how to better mark graves that a family maintains, perhaps something in addition to the red corner markers, (2) whether the large cross complies with the ordinance, (3) removing aged items from graves, (4) filling up the military markers (brass plates), perhaps opening one of the markers for anyone, and (5) the columbarium niches.

ITEM 5. DIRECTOR OF PARKS AND RECREATION COMMENTS

Begin Phase Three Discussion

Brent Battista, Director of Parks and Recreation, addressed the Board regarding Phase Three since only approximately 100 available spaces remain. Paula Smith then updated the Board regarding the progress she has made to complete the map of the old section of the cemetery to determine which graves sites are empty. Lawrence Cutrone, City Manager, then summarized three options for discussion at the next meeting: (1) do we develop the new site and the cost estimates? (2) if we put it out to bid – is anyone interested? (3) scanning service to survey potentially empty grave sites in the old cemetery.
ITEM 6. COMMITTEE MEMBER COMMENTS
Lawrence Cutrone, City Manager, thanked Paula Smith for all her work.

ITEM 7. ADJOURNMENT
There being no further business, the meeting adjourned at 7:25 p.m.

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Ron Clarke, Chairperson

ATTEST:

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Margie Poole, City Clerk