

Burleson Cemetery Board  
Minutes  
May 17, 2023

Roll Call

Board Members Present:

Jamie Ibarra  
Jamie Jones  
John Gonzales  
Steve Ann Richie  
Laurene Davidson  
Vanessa Shimek  
John Weeks

Board Members Absent

Esmerelda Martin

Staff Present:

Jen Basham, Director  
David Lopez, Deputy Director, Parks  
Kerry Montgomery, Senior Administrative Secretary

**1. CALL TO ORDER: 6:01 PM**

**2. APPROVE THE MINUTES**

**A. Approve minutes from the January 11, 2023 meeting.**

A motion was made by Jaime Ibarra and seconded by Jamie Jones to approve the minutes as presented.

The motion passed 7 - 0, with Esmerelda Martin being absent.

**3. CITIZEN APPEARANCES**

None.

**4. REPORTS AND DISCUSSION ITEMS:**

**A. Receive a report, hold a discussion, and give staff recommendations regarding the history and updates on the Cemetery Expansion for the Burleson Memorial Cemetery. (Staff presenter: David Lopez, Deputy Director of Parks)**

Staff provided background of the expansion, a project summary and a review of the budget and timeline. A discussion followed.

**B. Consider recommending approval of contract amendment with Lucas and Blessing (Burleson Memorial Cemetery Operators) to include proposed fees for grave and cremation spaces for newly expanded section of Burleson Memorial Cemetery. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

The board was asked to amend the operating contract with Lucas and Blessing to include fees for all grave and cremation space types featured in newly expanded section of the Burleson Memorial Cemetery. The board requested the presentation be re-packaged and brought back to them at the next meeting. They would like to see a slide including the proposed fees and the benchmark fees of similar cemeteries in the area for comparison.

Jaime Ibarra made a motion to table the item and Vanessa Shimek seconded the motion. The motion passed 7-0 with Esmerelda Martin being absent. Staff will bring back an updated presentation on June 12, 2023.

**5. Community Announcements;**

Ribbon Cutting for Burleson Memorial Cemetery Expansion in May 23, 2023 at 5:30 PM.

**6. Board Requests for Future Agenda Items or Reports**

The board requested that the Cemetery Rules to be reviewed and clarified at a future board meeting.

**Adjourn**

There being no further business, John Weeks, Vice-Chair, adjourned the meeting at 6:37 PM.

  
Kerry Montgomery, Senior Administrative Secretary