



1111 Bayou
La Marque, Texas 77568
409.938.9202

OFFICIALLY POSTED ON THE
WEB:
DATE: 01032014 TIME: 2:40PM

AGENDA

Notice is hereby given that the **Cemetery Board** of the City of La Marque, Texas will conduct a **Regular Meeting on Thursday January 9, 2014 at 6:00 p.m.** at 1109-B Bayou Road for purpose of considering the following agenda:

(1) CALL MEETING TO ORDER

(2) ROLL CALL

(3) MINUTES

- a. Regular Meeting December 5, 2013

(4) CITIZEN'S PARTICIPATION

Comments from the Public (At this time, any person with city-related business who has signed up may speak to the Cemetery Board (limited to three (3) minutes). In compliance with Texas Open Meeting Act the Cemetery Board may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.

(5) OLD BUSINESS

- a. Discussion – Wreaths Across America 2013
- b. Discussion/possible action – La Marque Cemetery Rules
- c. Discussion/possible action – Cemetery Board Five Year Plan

(6) Chairman's Report

(7) REQUESTS AND ANNOUNCEMENTS

Requests by Cemetery Board members for items to be placed on future Cemetery Board agendas and announcements on city events/community interests TEX. GOV'T CODE §551.415.(b), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and
- (6) announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after the posting of the agenda.

(8) ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice was posted on the outside bulletin board located at 1109-B Bayou Road, La Marque, Texas 77568 on the 2nd day of January, 2014 before 4:00 p.m.



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La Marque, Texas 77568
409.938.9202

Robin Eldridge

Robin Eldridge, TRMC
City Clerk

• • • • • This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or
• • • • • interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at (409) 938-
• • • • • 9259, or Fax (409) 935-0401, or e-mail r.eldridge@cityoflamarque.org for further information.
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LA MARQUE CEMETERY BOARD
REGULAR MEETING MINUTES
December 5, 2013

1. CALL MEETING TO ORDER

Chairman Pennington called the meeting to order at 6:01pm.

2. ROLL CALL

Roll was called and a quorum was present.

PRESENT: David Pennington, Bart Jennings, Kurt Koopmann

ABSENT: Bim Crowder & Peggy Phillips

STAFF: Nathan Epperson

GUESTS: Walter Churchill & Ray Bradford w/Patriot Guard

3. MINUTES

a. Regular Meeting, September 5, 2013 & October 3, 2013

Kurt Koopmann made a motion to approve the June 6, 2013 meeting minutes.

Bart Jennings seconded the motion and the motion passed unanimously.

4. CITIZEN'S PARTICIPATION

Comments from the Public (At this time, any person with city-related business who has signed up may speak to Cemetery Board limited to three (3) minutes). In compliance with Texas Open Meeting Act the Cemetery Board may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours – None

5. OLD BUSINESS

a. Discussion/possible action – Transfer of Cemetery Plot 69 Space 1-10 to Walter Wayne Churchill - Mr. Walter Churchill presented to the Board members copies of the Assignment of Interest document signed by Violet and Grace Churchill. The signed documents transfer, convey and assign Spaces 1 thru 10 in Plot 69 at the La Marque City Cemetery to Walter Churchill; these plots formerly belong to Sam Churchill. The Chairman questioned Walter concerning if there was any other individuals whom might legally have an interest in these sites. Mr. Churchill indicated yes, and they were in the process of having Alma Churchill Meadows sign the Assignment of Interest form. Discussion continued with members deciding to move forward and vote; Chairman asked for a motion.

Kurt Koopmann made a motion to approve the transfer of Spaces 1 thru 10 in Plot 69 to Walter Wayne Churchill. Bart Jennings seconded the motion; motion passed unanimously.

b. Discussion/possible action – Wreaths Across America, December 14, 2013 – Chairman updated members on the activities leading up to the Wreaths Across America event. The donations came in short by \$150.00. the W.A.A. account

balance was \$350.00; funds were used from the accounts to satisfy the remaining balance. Since that transaction was completed donations were received from the E.D.C. for \$200.00 and from La Marque Elementary for \$200.00. These donations were deposited back into the W.A.A. account. Ray Bradford from the Patriot Guards briefed members on their plans. The Chairman followed by reviewing the order of events for the ceremony and encouraged members to attend.

- c. Discussion/possible action – La Marque Cemetery Rules – Kurt Koopmann made a motion to table this item due to lacking an entire Board for discussion. David Pennington seconded the motion; motion passed unanimously.

6. Chairman's Report – Chairman briefly reviewed all the items discussed during the meeting.

7. NEW BUSINESS

- a. Discussion/possible action – setting the date and time for next meeting. – The Chairman informed members on a conflict of schedule with the meeting date and made a motion to move the meeting date from January 2, 2014 to January 9, 2014 @ 6:00pm. Kurt Koopmann seconded the motion and the motion passed unanimously.

8. REQUESTS AND ANNOUNCEMENTS

Bart Jennings and Kurt Koopmann stated no announcements or comments. David Pennington thanked members for their participation on the Board. He also thanked the guests for their appearance before the Board and hoped to see everyone on Saturday, December 14, 2013 for Wreaths Across America.

9. ADJOURNMENT

Board member Bart Jennings made a motion to adjourn.

Board member Kurt Koopmann seconded the motion and the motion passed unanimously. The meeting adjourned at 6:30pm.

David Pennington, Chairperson

LA MARQUE CEMETERY RULES AND REGULATIONS

I. BURIAL REGULATION

No interment shall be made in the La Marque Cemetery by any firm, person or corporation without first obtaining a burial permit from the City Clerk. The fee for the burial permit shall be \$50.00. The burial permit shall be in a form or certificate, prescribed by the City Clerk and shall contain the following information:

1. Name and age of person to be interred.
2. Place and date of death of the person to be interred.
3. Plot and grave site in cemetery, crypt or vault therein where remains are to be interred.
4. Name of person, firm or corporation to whom permit is issued.
5. Date of issuance of permit.
6. Name and address of undertaker.

After receiving the form, the certificate will be issued to the Funeral Home. The original of the permit shall be filed with the City Clerk and one copy to the Funeral Director. Funeral Home shall be required to place a temporary marker at grave made of steel or aluminum.

The permit requirements herein contained shall be in addition to the report of death by Funeral Director or burial transit permits required by law.

II. PLOTS AND GRAVE SITES

Purchase of Gravesites: Gravesites may be purchased from the City upon payment of a purchase price of \$500.00 per gravesite. The City Clerk shall execute all deeds of conveyance to cemetery lots or gravesites in the name of the City (conveying the exclusive right to sepulture). Reissue of any deed will include any City or County fees. Such deeds shall be subject to the rules and regulations herein contained and all future rules and regulations that may be promulgated by the Cemetery Board and the City Council and shall further contain a provision that no cemetery lot or grave site may be conveyed, assigned or transferred by any purchaser from the City without prior consent of the City Cemetery Board. Consent to such re-sale shall not be given by the Cemetery Board in instances where it shall be determined that the cemetery lot or gravesite was purchased in the first instance for speculation or resale.

III. INTERMENTS AND DISINTERMENTS

Every grave shall be excavated to state requirements. The opening and closing of each grave and the excavation to provide minimum coverage below the earth's surface, is the responsibility of the Funeral Home. No remains of any deceased person shall be removed from any gravesite except upon written order of the Texas Department of Health or upon

written request of authorized relatives of the deceased person. A copy of the order from the Texas Department of Health and/or written request by relatives shall be delivered to the City Clerk and maintained as part of the cemetery records. No remains shall be removed without prior consent of the Cemetery Board in conformity with the provisions of § 771.004 of the Health and Safety Code.

It shall be the responsibility of any person, firm or corporation removing any remains from the Cemetery to keep and maintain a true and correct record showing the following information:

1. Date the remains were removed
2. The name and age of person at death
3. The plot and space where the remains were removed
4. The cemetery, plot and space in which such remains were buried

If there should be disposition of such remains other than by interment a record shall be made and kept of such disposition. Such person, firm or corporation shall deliver to the City Clerk two (2) copies of the true, full and complete records of the disposition of the remains.

Only one interment shall be made in a grave, except a mother and infant, or two (2) children in one coffin, when such children are of the same family or two cremated remains in a grave.

IV. MAINTENANCE

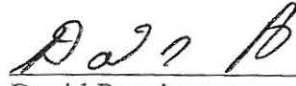
- (1) All work done on grave sites or plots shall be done under the direction of the Cemetery Board or custodian of the Cemetery.
- (2) No enclosure of any nature such as fences, copings, hedges, ditches, flower beds or other means of marking boundaries of lots or graves shall be used, except granite corner stones, the same to be set even with the surface of the ground and only with the authority of the Cemetery Board.
- (3) No trees, shrubs, plants or flowers shall be planted other than in conformity with the general landscape plan, and the same shall not be planted, pruned or removed without the consent of the Cemetery Board. Plantings are allowed at either side of upright monuments providing they are of a nature not to extend onto surrounding grave spaces. The cemetery reserves the right to trim or remove such shrubbery should they extend over the adjoining grave space. No shrub will be allowed on non-monument spaces. Acting for the best interests of the cemetery, the Cemetery Board shall have the authority to prune, remove or transplant any tree, shrub, plant, flower or anything upon the property when the Board may consider such course necessary.

- (4) No part of any lot or grave shall be graded above the established grade.
- (5) No marker, monument, tomb, vault or portion thereof above ground shall be of material other than marble or granite and shall face the front of the gravesite unless otherwise authorized by the Cemetery Board. Only one marker will be allowed. All markers must be not less than six (6) inches in thickness and must not be less than ten (10) nor more than twelve (12) inches in width and not less than twenty (20) inches in length.
- (6) No monument, tomb or vault shall cover more than ten (10%) percent of the ground surface of the tract. The design and specifications of monuments, mausoleums, tombs or vaults must first be submitted to the Cemetery Board for approval. The placing or setting of the work shall not be allowed without the consent of the Cemetery Board.
- (7) Adornments on memorials or grave spaces are prohibited. Adornments include but are not limited to glass, ceramic, cement, cloth, wood, paper, plastic placards, balloons, pinwheels, windsocks, etc.
- (8) Floral regulations are for the benefit of the families, park beautification and cemetery maintenance. Funeral flowers will be removed three days after service. One arrangement per interment space is allowed all year long. Types of flowers allowed are silks, plastic, fresh cut or pot plants. During mowing season, March 15 – October 15, no artificial flowers or pot plants are allowed. In addition to the one arrangement, special floral arrangements may be brought out for a two day period during the holiday season. Holidays include: Christmas, Easter, Memorial Day, Mother's Day and Father's Day. All "seasonal" arrangements may be removed by the cemetery 10 days following the holiday.
- (9) The foundation of all monuments, tombs and vaults must be of solid masonry or concrete of sufficient size and depth for super structure.
- (10) Alcoholic beverages, cooking and picnicking are prohibited in the Cemetery.
- (11) A copy of the Rules and Regulations for La Marque Cemetery shall be given to each person purchasing a cemetery lot.
- (12) La Marque Cemetery is open from dawn to dusk.

The above mentioned rules are not intended to discriminate against race, religion or creed but for the beautification of the Cemetery.

Add Ordinance

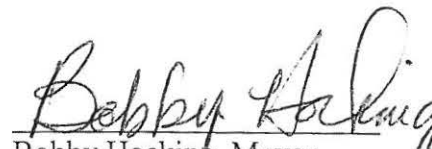
The above and foregoing Rules and Regulations adopted by the La Marque Cemetery Board this 5TH day of MAY, 2011.


David Pennington
Chairman

ATTEST:


James C. Crowder Jr.
Vice-Chairman

The above and foregoing Rules and Regulations for the La Marque Cemetery were approved by the City Council of La Marque, at a regular City Council meeting on the 14 day of Nov., 2011.


Bobby Hocking, Mayor

ATTEST:


Zina Tedford, Interim-City Clerk

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LA MARQUE CEMETERY BOARD
REGULAR MEETING

The La Marque Cemetery Board held a Regular Meeting on Thursday, May 5, 2011 at 6:00p.m. in the Conference Room at 1111 Bayou Road, La Marque, Texas 77568.

Members Present: David Pennington, Bim Crowder, Maggie Manuel and Guadalupe Maldonado

City Staff Present: Nathan Epperson & Cyndi Efird

Others:

Agenda:

1. CALL TO ORDER - The meeting was called to order by David Pennington at 6:15pm.
2. APPROVAL OF ABSENCES – Guadalupe Maldonado made a motion to approve the absences. Maggie Manuel seconded the motion and the motion passed unanimously.
3. APPROVAL OF MINUTES –
Regular Meeting of March 2, 2011 – Maggie Manuel made a motion to approve the minutes. Guadalupe Maldonado seconded the motion and the motion passed unanimously.

APPROVAL OF MINUTES – April 7, 2011 – No meeting
4. DISCUSS, CONSIDER AND APPROVE REISSUING A DEED FOR PLOT 114 SPACE 1 –
The family has lost the deed; discussion followed. Bim Crowder made a motion to reissue the deed to the "estate of C.M. Coffey". Maggie Manuel seconded the motion and the motion passed unanimously.
5. DISCUSS, PROGRESS ON REGISTERING LA MARQUE CEMETERY AS A HISTORICAL CEMETERY WITH THE STATE OF TEXAS – David Pennington stated he and Bim will get together after the meeting to fill out the form.
6. DISCUSS, CONSIDER AND APPROVE PROCEDURES FOR VERIFYING CEMETERY PLOTS/DEEDS/OWNERSHIP – Cyndi will have a waiver of liability/guidelines for the City Clerk and/or the Board to consider and/or make improvements. Bim Crowder made a motion to table this matter until the next meeting. Maggie Manuel seconded the motion and the motion passed unanimously.
7. DISCUSS, CONSIDER AND APPROVE LA MARQUE CEMETERY RULES & REGULATIONS
Cyndi passed out copies of the Rules & Regulations; changes were made. Bim Crowder made a motion to approve the Rules & Regulations with changes. Maggie Manuel seconded the motion and the motion passed unanimously.
8. DISCUSS, CONSIDER AND APPROVE ANY UPCOMING EVENTS FOR THE LA MARQUE CEMETERY – The Board discussed Veteran Day and Memorial Day. Flags will be put out for Memorial Day on the Friday before Memorial Day and picked up the Wednesday after Memorial Day. Reviewed the cemetery check list created by David Pennington. Bim Crowder made a motion to buy a sign for the Cemetery Rules & Regulations. Guadalupe Maldonado seconded the motion and the motion passed unanimously. Discussion followed.

made a motion to buy sign for Cemetery Rules for \$545.00; Board paying \$500.00, Maggie Manuel paying \$50.00 and Bim Crowder paying anything over that amount. Guadalupe Maldonado seconded the motion and the motion passed unanimously.

9. DISCUSS, CONSIDER AND APPROVE LIMITING THE NUMBER OF ABSENCES A CEMETERY BOARD MEMBER MAY HAVE BEFORE BEING REMOVED FROM THE CEMETERY BOARD- Guadalupe Maldonado made a motion to approve limiting of absences by a board member. Maggie Manuel seconded the motion and the motion passed unanimously. Discussion followed. Maggie Manuel made a motion to approve three (3) unexcused absences in one year. Guadalupe Maldonado seconded the motion. The motion passed three to one with Bim Crowder opposing the motion.
9. DISCUSS AND APPROVE DATE AND TIME FOR THE NEXT CEMETERY BOARD MEETING - The next meeting is scheduled for Thursday, June 2, 2011 at 6:00 p.m. Maggie Manuel made a motion for approval. Guadalupe Maldonado seconded the motion and the motion passed unanimously.
10. COMMENTS FROM BOARD MEMBERS AND PUBLIC – Guadalupe Maldonado and Maggie Manuel both stated a lot was accomplished tonight. Bim Crowder stated everything went great tonight. David Pennington thanked everyone for coming; we did get a lot accomplished.
11. ADJOURNMENT – 7:48pm
Maggie Manuel made a motion to adjourn. Guadalupe Maldonado seconded the motion and the motion passed unanimously.

FIVE YEAR PLAN FOR LA MARQUE CEMETERY BOARD

FY 2013-2014

Veteran's Day Memorial Service – November 11, 2013

Cemetery Clean-up Day

Place Flags on Veteran's graves for Memorial Day

Wreaths Across America – 100% participation

FY 2014-2015

Veteran's Day Memorial Service – November 11, 2014

Cemetery Clean-up Day

Place Flags on Veteran's graves for Memorial Day

Wreaths Across America – 100% participation

FY 2015-2016

FY 2016-2017

FY2017-2018