



**CITY OF LA MARQUE
CEMETERY BOARD
SPECIAL MEETING AGENDA**

**THURSDAY, AUGUST 11, 2022
COUNCIL CHAMBER
1109-B BAYOU ROAD
LA MARQUE, TX 77568**

<https://ci.la-marque.tx.us/AgendaCenter>

**TO PARTICIPATE VIA ZOOM:
PUBLIC TOLL-FREE DIAL-IN NUMBER: 1 (346) 248-7799
MEETING ID: 92887385489
<https://zoom.us/j/92887385489>**

Bim Crowder
Vacant
Kurt Koopman
Eligh Johnson

Chairman
Vice-Chairperson
Member
Member



**CITY OF LA MARQUE
CEMETERY BOARD
SPECIAL MEETING
AGENDA
AUGUST 11, 2022**

Notice is hereby given that the City of La Marque Cemetery Board will conduct a Special Meeting in the Council Chambers at 1109-B Bayou Road, La Marque, Texas as well as via teleconference hosted through (ZOOM) on Thursday, August 11, 2022, at 6:00 p.m. for the purpose of considering and taking action on the following agenda:

- (1) CALL MEETING TO ORDER**
- (2) ROLL CALL**
- (3) APPROVAL/DISAPPROVAL OF ABSENCES**
- (4) INVOCATION AND PLEDGE OF ALLEGIANCE**
- (5) APPROVAL OF MONTHLY FINANCIAL REPORT**
 - a. May 2022
 - b. June 2022
- (6) MINUTES OF JUNE 2, 2022**
- (7) APPROVAL/DISAPPROVAL OF ABSENCES**
- (8) CITIZENS PARTICIPATION**

Comments from the Public (At this time, any person with Board-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.
- (9) OLD BUSINESS**
 - a. Discussion/possible action - Landscaping at La Marque Cemetery
- (10) NEW BUSINESS**
 - a. Discussion/possible action - Wreaths Across America 2022

- b. Discussion/possible action - Cemetery By Laws
- c. Discussion/possible action - To schedule next Cemetery Board meeting

(11) CHAIRMAN’S REPORT

(12) REQUESTS AND ANOUNCEMENTS

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 salutory 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 salutory 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.

(13) ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on Thursday, August 4, 2022, at _____.

Kierra Nance, 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 cityclerk@cityoflamarque.org for further information.



City of La Marque

Balance Sheet

CEMETERY FUND

May 31, 2022

Assets

Current Assets:	Fiscal Year 2022
Cash	16,951.69
Investments	2,186.23
Inventories	-
Accounts Receivable	-
Pre-Paid Expenses	-
Other	-
Total Current Assets	19,137.92

Total Assets **19,137.92**

Liabilities and Fund Balance

Current Liabilities:	Fiscal Year 2022
Accounts Payable	-
Other	-
Total Current Liabilities	-

Fund Balance:	Fiscal Year 2022
Available Fund Balance	22,834.51
Current Year Revenue/Expenses	(3,696.59)
Total Fund Balance	19,137.92

Total Liabilities and Fund Balance **19,137.92**



City of La Marque

Cemetery Fund - May 2022

Accounts	Descriptions	Budget 2021-2022	Current Month	Current Year to Date Actuals	Budget Balance
Revenues					
89-3605-00-00	Interest on Investments	10.00	1.61	3.41	6.59
89-3630-00-00	Administrative fees	0.00	0.00	0.00	0.00
89-3807-00-00	Donations	0.00	0.00	0.00	0.00
89-9001-00-00	Transfer in from General Fund	25,000.00	0.00	0.00	25,000.00
	Total Revenues	25,010.00	1.61	3.41	25,006.59
Expenditures					
89-4048-00-00	Wreath Across America	0.00	0.00	0.00	0.00
89-4049-00-00	Cemetery Board Expenditure	10,000.00	0.00	3,700.00	6,300.00
89-4050-00-00	Cemetery Survey	15,000.00	0.00	0.00	15,000.00
	Total Expenditures	25,000.00	0.00	3,700.00	21,300.00
	Revenues over (under) Expenditures	10.00	1.61	(3,696.59)	3,706.59



City of La Marque

Balance Sheet

CEMETERY FUND

June 30, 2022

Assets

Current Assets:	Fiscal Year 2022
Cash	14,551.69
Investments	2,186.23
Inventories	-
Accounts Receivable	-
Pre-Paid Expenses	-
Other	-
Total Current Assets	16,737.92

Total Assets **16,737.92**

Liabilities and Fund Balance

Current Liabilities:	Fiscal Year 2022
Accounts Payable	-
Other	-
Total Current Liabilities	-

Fund Balance:	Fiscal Year 2022
Available Fund Balance	22,834.51
Current Year Revenue/Expenses	(6,096.59)
Total Fund Balance	16,737.92

Total Liabilities and Fund Balance **16,737.92**



City of La Marque

Cemetery Fund - June 2022

Accounts	Descriptions	Budget 2021-2022	Current Month	Current Year to Date Actuals	Budget Balance
Revenues					
89-3605-00-00	Interest on Investments	10.00	0.00	3.41	6.59
89-3630-00-00	Administrative fees	0.00	0.00	0.00	0.00
89-3807-00-00	Donations	0.00	0.00	0.00	0.00
89-9001-00-00	Transfer in from General Fund	25,000.00	0.00	0.00	25,000.00
	Total Revenues	25,010.00	0.00	3.41	25,006.59
Expenditures					
89-4048-00-00	Wreath Across America	0.00	0.00	0.00	0.00
89-4049-00-00	Cemetery Board Expenditure	10,000.00	2,400.00	6,100.00	3,900.00
89-4050-00-00	Cemetery Survey	15,000.00	0.00	0.00	15,000.00
	Total Expenditures	25,000.00	2,400.00	6,100.00	18,900.00
	Revenues over (under) Expenditures	10.00	(2,400.00)	(6,096.59)	6,106.59



1111 Bayou
La Marque, Texas 77568
409.938.9202

**CITY OF LA MARQUE
CEMETERY BOARD
REGULAR MEETING
MINUTES
Of
June 2, 2022**

Regular Meeting Minutes of the City of La Marque Cemetery Board held on Thursday, January 7, 2021, beginning at 6:00 p.m. VIA Teleconference with the following members present:

(1) CALL MEETING TO ORDER:

Board Member Hanley called meeting to order at 6:00 p.m.

(2) ROLL CALL:

PRESENT:

Chairperson Bim Crowder
Board Member Koopmann
Board Member Eligh Johnson

ABSENT:

STAFF:

Rick Sailer - Public Works Director
Amanda Hobby - Public Works Assistant Director
Venisha Henderson - Public Works Administrative Assistant

(3) MONTHLY FINANCIAL REPORT

Board Member Koopmann made a motion to approve the January, February, March, and April 2022 Financial Report. Board Member Johnson seconded.
MOTION PASSED UNANIMOUSLY.

(4) APPROVAL/DISAPPROVAL OF ABSENCES

No absences

(5) CITIZEN'S PARTICIPATION

None.

(6) OLD BUSINESS

a. Discussion/possible action - Landscaping at La Marque Cemetery

Board Member Johnson stated that the City Manager was going to get back with him regarding Rising Star Cemetery. Chairperson Crowder says when Ursula came to the last Cemetery Board Meeting she was going to get a county of the veterans at Rising Star and did not hear back from her and need to reach out. Board Member Koopmann stated we will have to see if the City will continue to include Rising Star Cemetery in the Wreaths Across America that being because this is a privately owned



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Cemetery. Ms. Hobby suggest to invite Ms. Ursula Burns to the next Cemetery Board Meeting.

(7) NEW BUSINESS

- a. Discussion/possible action - Cemetery Budget for FY 22-23
Board Member Koopmann made a motion to request for 10,000 dollars in upcoming Budget year for the ongoing maintenance of the markers at the Cemetery. Board Member Johnson seconded.
- b. Discussion/possible action - To schedule next Cemetery Board meeting.
It was the consensus of the Board Members to hold the next Cemetery Board meeting on Thursday, July 14, 2022.

(8) CHAIRMAN'S REPORT

None.

(9) REQUESTS AND ANNOUNCEMENTS

Board Member Brown suggests for next agenda item to add discussion on adding Wreaths Across America to new business for discussion/action.

(10) ADJOURNMENT

The meeting was adjourned by Chairperson Bim Crowder at 6:52 p.m.

Bim Crowder, Cemetery Board Chairman

ADOPTED _____

BY-LAWS

City of La Marque, Texas

ARTICLE I.

PURPOSE

The Cemetery Board of the City of La Marque Texas
Chapter 2, Article IX of the Code of the City of La Marque Texas.

ARTICLE II.

BOARD

(a) The Board shall consist of 4 members, one of whom shall be a member of the City Council of the City of La Marque, Texas who shall be an ex-officio voting member with a term of membership as established by the City Council.

(b) The remaining members of the Board shall be citizens of the United States of America and the State of Texas and shall be permanent residents of the City of La Marque, Texas. No member of the Board (except the member of the City Council) shall hold any elected public office. If any member of the Board removes his/her residence from the City of La Marque, files for election to any public office, or otherwise becomes disqualified to serve as such board member, such position as a board member on the Board shall thereupon be deemed vacant.

(c) All members of the Board shall be appointed by action of the City Council of the City of La Marque, Texas. **Four members shall be appointed in odd-numbered years, and four members shall be appointed in even-numbered years.** All appointments shall be for terms of two years, except for an appointment to fill a vacancy, which shall be made only for the unexpired term of office for the member whose position became vacant.

(d) The effective date of appointments should be the board meeting following the Board member's appointment by the City Council of the City of La Marque, Texas.

(e) Board members must qualify for office by taking the official oath with the City Secretary within fifteen (15) days after the date of appointment.

ARTICLE III.

OPERATIONS

The Board may make such regulations, policies, and rules for the handling of its affairs as it may in its discretion deem advisable and shall operate and manage the system with the same freedom and in the same manner as are ordinarily enjoyed and followed by the board of trustees of a private corporation operating properties of a similar nature, except that such management practices must conform to applicable law.

ARTICLE IV.

LIMITATION OF LIABILITY

The Board shall have no power to contract in the name of the City of La Marque, Texas, or its own name. Subject to the City Charter and Code of the City of La Marque, Texas, no undertaking, contract, action, or inaction by the Board or its members, singly or collectively, or by anyone employed by or acting on its behalf, shall render the City of La Marque, Texas liable to respond in damages, or make indemnity or compensation of any character from any source.

ARTICLE V.

MEETINGS

One regular monthly meeting of the Board shall be held each month at such time and place as shall be designated by the Chair of the Board. Special meetings of the Board may be called at any time by the Chair or by any three board members. Except to the extent of the conflict herewith or as may be required by law, ROBERT'S RULES OF ORDER, as last revised, shall govern the procedure to be followed at each meeting.

ARTICLE VI.

OFFICERS

The officers of the Board shall be a Chair and a Vice-Chair. The member of the City Council of the City of La Marque shall not hold the office of Chair or Vice-Chair. Such officers shall serve for the ensuing year until their successor or successors shall be elected.

ARTICLE VII.

DUTIES OF OFFICERS

(1) It shall be the duty of the Chair to preside at all meetings of the Board and to see that its orders and resolutions are duly complied with and executed; to call special meetings of the Board when deemed necessary as prescribed by these By-laws, or when the Chair deems necessary. The Chair or his/her designee shall act as the official spokesperson for the Board. The Chair shall also perform such other duties as may be assigned by the Board.

(2) It shall be the duty of the Vice-Chair, in the absence of the Chair, to preside at the meetings of the Board. The Vice-Chair shall exercise the powers and discharge the duties of that office until the Chair returns to duty, or another provision is made therefor by the Board. The Vice-Chair will assume such duties and special projects as delegated by the Chair.

(3) If any officer resigns, an election shall be held at the next regularly scheduled meeting or special-called meeting to fill the resigned office with a remaining board member. Such an election is to be held no later than 15 days from the resignation date.

ARTICLE VIII.

REMOVAL OF OFFICERS

Officers may be removed from their positions as an officer by the vote of two-thirds of the board members at any meeting of the Board. The board members shall replace the removed officer by electing a new officer within fifteen (15) days of the removal.

ARTICLE IX.

QUORUM

At all meetings of the Board, a majority of the full Board shall constitute a quorum for the transaction of any business.

ARTICLE X.

AMENDMENT TO BY-LAWS

These By-Laws may be amended by the vote of two-thirds of the board members at any regular meeting of the Board, or at any special meeting called for that purpose. However, changes to the proposed amendment may be made at such meeting so long as such changes do not materially alter the original intent of the proposed amendment. Any amendment to the By-Laws shall not be effective until approved by the City Council of La Marque, Texas.

ARTICLE XI.

VOTING

Voting on all matters shall be done in person, or by video-conferencing as allowed by statute and Board policy. However, an absent Board or committee member may make views known to the Board or committee. The aye vote of at least a quorum of the board members present and voting shall constitute an act of the Board.

ARTICLE XII.

CONFLICT OF INTERESTS AND ETHICAL REQUIREMENTS

Any Board Member faced with a conflict of interest as described in Article XI of the City of La Marque Charter or as described in Texas Local Government Code §§ 171 and 176 shall complete and file a "Conflict of Interest Affidavit" form with the Board and shall abstain from discussing or voting on any matter with which the Board Member has a conflict.

ARTICLE XIII.

Interference in Administrative Matters

Neither the Board nor any of its members shall direct or request the City Manager or any of his/her subordinates to appoint or to remove from office or employment by the City of La Marque, Texas. Except for the purpose of inquiry and investigation, the Board and its members shall deal with the administrative services of the Board solely through the City Manager, and neither the Board nor any member thereof shall give orders to any subordinate of the City Manager either publicly or privately.

ARTICLE XIV.

ATTENDANCE REQUIREMENT

Pursuant to City Ordinance No. 1033 all board members must attend 75% of the meetings in a twelve-month of appointment schedule. Failure to comply may result in the removal from the Board. The Board will provide written notice to the city secretary of the dates missed and the reasons for the absences if known. In the event the City Council of La Marque, Texas finds that the member's absences were not because of good cause, the City Council may immediately remove the member and appoint another person to fill the removed member's unexpired term of office.