



**CITY OF DENISON
CEMETERY ADVISORY BOARD MEETING
AGENDA
Tuesday, February 24, 2026**

After determining that a quorum is present, the Cemetery Advisory Board of the City of Denison, Texas will convene in a Regular Meeting on **Tuesday, February 24, 2026, at 2:00 PM** in the Council Chambers at City Hall, 300 W. Main Street, Denison, Texas, at which the following items will be considered:

1. CALL TO ORDER

2. PUBLIC COMMENTS

Citizens may speak on action items listed on the Agenda. A “Request to Speak Card” should be completed and returned to the Board Secretary upon arrival, prior to the Board reaching the Public Comment section of the agenda. Citizen comments are limited to three (3) minutes, unless otherwise required by law.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Receive a report, hold a discussion, and take action on approving the minutes from the Cemetery Advisory Board Meeting of November 18, 2025.

4. STAFF UPDATES

A. Receive a report and hold a discussion regarding the FY 2026 Q1 Cemetery Summary Report.

B. Receive a report and hold a discussion regarding the Fence Project.

C. Receive a report and hold a discussion regarding the Cemetery Sweep.

D. Receive a report and hold a discussion regarding Cemetery Project updates.

5. ADJOURNMENT

CERTIFICATION

I do hereby certify that a copy of this Notice of Meeting was posted on the front window of City Hall readily accessible to the general public at all times and posted on the City of Denison website on the 18th day of February 2026.

Karen L. Avery, Deputy City Clerk

In compliance with the Americans with Disabilities Act, the City of Denison will provide for reasonable accommodations for persons attending City Council meeting. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk’s Office at 903-465-2720, Ext: 2437.



**CITY OF DENISON
CEMETERY ADVISORY BOARD
MINUTES**

Tuesday, November 18, 2025

Announce the presence of a quorum.

Board Members present were Board Chair Horace Groff, Board Vice-Chair Mark McKinney, and Board Member Anne Gary.

Staff present were Amanda Parsons, Parks and Recreation Director, Victor Ricano, Foreman of Fairview Cemetery, and Eva Christmas, Parks and Recreation Management Assistant and Chris Wallentine, City Clerk.

1. CALL TO ORDER

A. Board Chair Horace Groff called the meeting to order at 2:00 PM.

2. PUBLIC COMMENTS

One Request to Speak Card was returned to the City Clerk by Lt. Kurt Cichowski. Lt. Cichowski presented following Item 4B (Cemetery Sweep update). He stated he had three items to discuss. He wanted to thank Victor and the staff for unveiling the historic marker at Iron Ore in September. He was very pleased with the program. The second was about the Clean Sweep, and he was asked to speak on behalf of other boards have asked him address certain issues. The ordinance does not cover the Columbarium, concerning token items, flowers and mementos. He recommended that it be included in the Ordinances. He then wanted to mention the Wreaths Across America which he participates in each year, and the question was what happens to the wreaths after the ceremony. He stated he would speak with Victor about the concerns. He mentioned that there were usually cards from the American Legion around town and he will ask the American Legion about them. He explained to the Board that there is a WAA website and how to donate specifically to the American Legion's efforts. They are at about 65% of their goal for Fairview.

Director Amanda Parsons addressed the Ordinance question by stating that the cemetery ordinances are very outdated and the full staff is currently looking into updating them.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Receive a report, hold a discussion and take action on approving the Minutes from the Cemetery Advisory Board Meeting held on August 26, 2025.

Board Action

On motion by Board Vice-Chair Mark McKinney, seconded by Board Member Anne Gary, the Cemetery Advisory Board unanimously approved the Minutes from the Cemetery Advisory Board Meeting held on August 26, 2025.

- B. Receive a report, hold a discussion, and take action on the appointment of an Advisory Board Chair and Vice Chair, each to serve a one-year term.

Board Action

On Motion by Vice-Chair Mark McKinney, seconded by Board Member Anne Gary, the Cemetery Advisory Board unanimously approved the re-appointment of Board Chair Horace Groff and Vice-Chair Mark McKinney to serve another one year term.

- C. Receive a report, hold a discussion, and take action on setting dates for future Cemetery Advisory Board meetings.

Board Action

On Motion by Vice-Chair Mark McKinney, seconded by Board Member Anne Gary, the Cemetery Advisory Board unanimously approved the Option B 2026 dates (Feb 24, May 26, Aug 25 and Nov 24 of 2026).

4. STAFF UPDATES

- A. Receive a report and hold a discussion regarding staffing and operational changes.

Director Amanda Parsons gave a presentation to explain that the former Superintendent (Chip Egger) was the managing operational supervisory position. She stated that the intention in reorganizing was to give the cemetery more autonomy and enhance operations. Victor Ricano, formerly Foreman, was promoted to Cemetery Manager per the 25-26 budget amendments. All questions and challenges can now go to Victor. She mentioned that Sherry will continue to handle any administrative issues and will elevate any challenges to Victor. Board Vice-Chair asked if there is any supervisor between the Manager and the Director. Ms. Parsons stated that this was informational only. She also stated that Chip is going into business for himself.

- B. Receive a report and hold a discussion regarding the Cemetery Sweep.

Cemetery Manager Victor Ricano gave a presentation on the Cemetery Sweep. He notified the Board that red non-compliance flags were being placed to give the families and public advance notice of the Clean Sweep. The official Clean Sweep will be in January, and the flags are just notices. He stated that when people have questions, they come to him. He stated that the goal was to bring awareness, and for those who didn't get a copy of the ordinances upon burials, this was a chance to get the information to them, and also to

educate the public regarding the ordinances. He stated that we have had a few phone calls and complaints, and it's being handled with care and sensitivity. He stated that he explains the purpose to all the complainants. Most of the issues are flowers directly in the ground, non-authorized vases. Board Member Anne Gary asked if the plastic vases are approved, and Mr. Ricano stated that they are – but heavy plastic is best. He mentioned that sometimes the utility staff try to bring the graves into compliance when possible.

C. Receive a report and hold a discussion regarding Project updates.

Mr. Ricano started by notifying the board that when Sherry first started in 2021, there were only 400 wreaths delivered. He mentioned that in December, the cemetery would be receiving 2,200 wreaths (sic). That's how many Veterans have been identified in the last four years. (The actual number of wreaths for December 2025 was 1,400).

He continued with the updates on the Fence Project – it is now at the “IT level” to install the fiber optics, the security cameras, the sensors to open and close the gate are being set up. The other gates will be manually opened and closed. He stated it is 99.9% complete. He reiterated that the gates will be open at dawn and closed at dusk. Magnolia will remain open at all times. Chair Groff asked if there is an inventory of lots for sale and Mr. Ricano stated that yes, there is through our software CemSites. Chair Groff feels that there are a lot of blocks with lots that are not being used and he wants to know if they can be repurposed. (Some discussion took place, but the audio was too low to hear it). Board Member Gary continued with a discussion about how the fence was built entirely on donations and not the City's funds, but the mics did not pick up most of it. Board Chair Groff asked how much revenue the cemetery brings in versus how much they receive in budget. Director Parsons responded, but there was no mic (no audio).

Director Parsons then stepped up to discuss the budget, she stated that the funds from the increased taxes did not make it to the cemetery. She stated that no funding for road repairs was received. She stated that the Pear Lane road project was made possible by capital funds and public works provided the labor.

5. ADJOURNMENT

There being no further business to come before the Cemetery Advisory Board, the meeting was adjourned at 2:40 p.m.

HORACE GROFF, Board Chair

ATTEST



Detail vs Budget Report

Account Summary

Date Range: 10/01/2025 - 12/31/2025

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND							
Revenue							
001-600-63120	CONCRETE BOX SALES	-20,000.00	0.00	-3,250.00	-3,250.00	-16,750.00	-83.75 %
001-600-63130	LOT SALES	-50,000.00	0.00	-7,700.00	-7,700.00	-42,300.00	-84.60 %
001-600-63140	OPEN/CLOSE FEES	-60,000.00	0.00	-14,100.00	-14,100.00	-45,900.00	-76.50 %
001-600-63150	VAULT SETTING/FOUNDATION FEES	-3,000.00	0.00	-300.00	-300.00	-2,700.00	-90.00 %
	Revenue Totals:	-133,000.00	0.00	-25,350.00	-25,350.00	-107,650.00	-80.94 %
Expense							
001-008-81010	SOCIAL SECURITY - FULL TIME	18,167.00	0.00	4,859.95	4,859.95	13,307.05	73.25 %
001-008-81015	SOCIAL SECURITY - PART TIME	1,836.00	0.00	0.00	0.00	1,836.00	100.00 %
001-008-81020	RETIREMENT TMRS	25,706.00	0.00	7,350.44	7,350.44	18,355.56	71.41 %
001-008-81040	EMPLOYEE INSURANCE	37,578.00	0.00	9,390.98	9,390.98	28,187.02	75.01 %
001-008-81050	WORKERS' COMPENSATION	6,487.00	0.00	6,082.23	6,082.23	404.77	6.24 %
001-008-81080	LONGEVITY	1,080.00	0.00	666.92	666.92	413.08	38.25 %
001-008-81090	OVERTIME	5,000.00	0.00	1,721.76	1,721.76	3,278.24	65.56 %
001-008-81100	SALARIES & WAGES - FULL TIME	231,392.00	0.00	63,593.73	63,593.73	167,798.27	72.52 %
001-008-81150	SALARIES & WAGES - PART TIME	24,000.00	0.00	0.00	0.00	24,000.00	100.00 %
001-008-81198	ACCRUED WAGES	774.00	0.00	580.44	580.44	193.56	25.01 %
001-008-82040	POSTAGE	150.00	0.00	89.90	89.90	60.10	40.07 %
001-008-82120	EQUIPMENT RENTAL	2,500.00	0.00	65.52	65.52	2,434.48	97.38 %
001-008-82140	OIL & FILTERS	100.00	0.00	0.00	0.00	100.00	100.00 %
001-008-82160	TRAINING & TRAVEL	2,000.00	0.00	1,019.90	1,019.90	980.10	49.01 %
001-008-82210	ENTERPRISE CAR RENTAL PROGRAM	12,400.00	0.00	3,031.34	3,031.34	9,368.66	75.55 %
001-008-82420	BUILDING & GROUNDS MAINTENANCE	11,000.00	0.00	2,324.58	2,324.58	8,675.42	78.87 %
001-008-82620	ELECTRICITY	6,000.00	0.00	1,360.97	1,360.97	4,639.03	77.32 %
001-008-82710	TEMPORARY-CONTRACT LABOR	3,000.00	0.00	440.64	440.64	2,559.36	85.31 %
001-008-82820	MEMBERSHIP/SUBSCRIPTIONS	10,500.00	0.00	119.00	119.00	10,381.00	98.87 %
001-008-83010	OFFICE SUPPLIES	1,000.00	0.00	299.49	299.49	700.51	70.05 %
001-008-83040	JANITORIAL EXPENSE	1,500.00	0.00	16.63	16.63	1,483.37	98.89 %
001-008-83060	UNIFORMS/BOOTS	3,200.00	0.00	955.15	955.15	2,244.85	70.15 %
001-008-83160	AUTO/EQUIP FUEL	4,500.00	0.00	1,933.84	1,933.84	2,566.16	57.03 %
001-008-83240	CHEMICAL SUPPLIES	5,000.00	0.00	208.56	208.56	4,791.44	95.83 %
001-008-83280	MINOR TOOLS	5,000.00	0.00	201.96	201.96	4,798.04	95.96 %
001-008-83290	SAFETY/PPE	400.00	0.00	0.00	0.00	400.00	100.00 %
001-008-83300	DEPARTMENT SUPPLIES	3,200.00	0.00	219.24	219.24	2,980.76	93.15 %
001-008-83378	BURIAL SUPPLIES	18,000.00	0.00	0.00	0.00	18,000.00	100.00 %
001-008-83440	BUILDING MAINT	500.00	0.00	32.94	32.94	467.06	93.41 %

Detail vs Budget Report

Date Range: 10/01/2025 - 12/31/2025

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-008-83460	AUTO MAINT	225.00	0.00	0.00	0.00	225.00	100.00 %
001-008-83480	MACHINE & EQUIPMENT MAINTENANCE	2,500.00	0.00	430.47	430.47	2,069.53	82.78 %
	Expense Totals:	444,695.00	0.00	106,996.58	106,996.58	337,698.42	75.94 %
	001 - GENERAL FUND Totals:	311,695.00	0.00	81,646.58	81,646.58	230,048.42	
	Report Total:	311,695.00	0.00	81,646.58	81,646.58	230,048.42	

Fund Summary

Fund	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - GENERAL FUND	311,695.00	0.00	81,646.58	81,646.58	230,048.42	
Report Total:	311,695.00	0.00	81,646.58	81,646.58	230,048.42	