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CEMETERY BOARD AGENDA
1350 BALDWIN AVENUE, CITY HALL
TUESDAY, OCTOBER 21, 2025
5:00 PM

- 1. CALL TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
- 2. APPROVAL OF MINUTES**
 - A. July 15, 2024
- 3. NEW BUSINESS**
 - A. Authorize Disinterment
 - B. Cemetery Tours
 - C. Family Cremations, Burial Supervision Decision
- 4. CITIZEN COMMENTS**
- 5. ADJOURNMENT**

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities may contact the City Clerk at cityclerk@defuniaksprings.net or 850-892-8500 ext. 1103.

**DeFuniak Springs Cemtery
Board Meeting Minutes
Council Chambers
July 15, 2025**

1. Call to Order

Mayor Bob Campbell called the meeting to order at 5:00 PM.

Present: Bob Campbell, Mayor, Wayne Sconiers, Sandra Macon.

Also, present City Manager Koby Townsend and Executive Assistant Sumie Gabbard.

2. APPROVAL OF MINUTES

A. April 15, 2025

A motion was made to approve the minutes by Mrs. Macon and seconded by Mr. Sconiers; the motion passed without objection.

3. NEW BUSINESS

A. Compare Resolution 2022-14 to previous resolutions to see what has changed in pricing.

Mr. Townsend presented Resolution 2022-14.

Mr. Townsend stated that the resolution fees remained the same.

Mayor Campbell asked if, after the burial and some time passes, it would cost \$350 for a work permit.

Mr. Townsend stated yes, if it involves a third party and someone is hired to perform the work.

Mr. Townsend added that the majority of the fees are paid by the funeral homes.

Mrs. Macon asked if the City could provide a list of companies that perform burials within the City.

Mr. Macon stated that we can provide other vendor options.

Mayor Campbell explained that there was a company in Alabama that never coordinated with the City.

Mayor Campbell asked Mr. Townsend if there are any restrictions on who can enter the cemetery.

Mr. Townsend explained that as long as they have a work permit, they are allowed to enter.

Mr. Townsend further explained that the City cannot simply create a list of vendors; instead, we would need to reach out to the public and have them submit vendor names, then provide a timeline for when those names can be submitted.

A motion was made to create a list of contractors that provide burial services by Mr. Sconiers and seconded by Mrs. Macon; the motion passed without objection.

B. Self-Maintenance on Burial Plots Discussion

C. Self-maintenance Allowable Equipment

Mr. Townsend presented on the Self-Maintenance of Burial Plots Discussion.

Mr. Townsend read the definition of perpetual care.

Mr. Townsend stated that perpetual care excludes the cemetery burial plots.

Mr. Townsend stated that, based on the definition, the City cannot perform maintenance within individual grave plots.

Mrs. Macon asked what the burial fee and perpetual care cover for individuals.

Mr. Townsend stated that the City Attorney agreed with him that perpetual care applies only to areas outside the burial plots.

Mr. Townsend noted that the concern is, if the City does not maintain the plots, then who will?

Mr. Townsend suggested keeping a list in Public Works of who is maintaining each burial lot and marking those plots where families are providing maintenance, so City staff know someone else is cutting the grass.

Mr. Townsend proposed using weed killer and spraying the plots that have concrete tops to reduce maintenance needs.

Mr. Townsend stated that spraying overtime would help keep weeds away and reduce the frequency of maintenance.

Mr. Townsend asked the Board how they felt about allowing individuals to maintain their own plots.

Mr. Townsend stated that he personally supports the idea.

Mayor Campbell stated that the policy should remain as it has been.

Mrs. Macon stated that clear guidance should be provided to the public on what materials or methods are allowed to be used at the cemetery.

Mr. Townsend asked the Board if they wanted to remove the section requiring individuals who hire a contractor to cut grass at the cemetery to pay the \$150 non-burial work permit fee.

Mayor Campbell stated that the City should not charge a fee for regular maintenance.

Mayor Campbell added that it would be a different situation if someone hired a contractor to construct or install something at the cemetery.

Mr. Sconiers asked if the coping and marbling work are typically done at the same time.

Mr. Townsend responded yes.

Mayor Campbell explained that if someone has a cremation, they should be able to wait until a weekday for burial or placement.

Mayor Campbell asked who regulates the size of vaults for cremations.

Andre Miley, stated that two cremations can be placed per plot.

Mr. Townsend stated that he believes allowing two cremations per plot was established because the price per plot makes it more cost-effective.

D. Family Cremations, Burial Supervision Discussion

Mr. Townsend discussed that when families currently perform cremation burials at the cemetery, they are allowed to do so on weekends without supervision.

Mr. Townsend stated that the City could require family members to perform cremation burials during the week under supervision.

Mr. Townsend stated that he would like the committee to consider whether or not to allow cremation burials on the weekend, and that the committee could make a decision on this at the next meeting.

Mr. Townsend stated that the City needs to establish a method to track who is maintaining each area within the cemetery.

4. CITIZEN COMMENTS

Mr. Miley stated that the City needs to address the issue of temporary markings.

Mr. Miley showed the committee pictures of a situation where a cremation burial was performed in the wrong location.

Mayor Campbell stated that he likes the mapping system currently used for graves at Magnolia Cemetery.

5. ADJOURNMENT

Meeting Adjourned 6:16 PM.

Approved:

Bob Campbell, Mayor

ATTEST:

Minutes taken by Rafael Ali
City Clerk
Proper notice having been duly given

(Ord. No. [871](#), § 6-1.14, 1-9-2017)

Sec. 6-15. - Disinterment.

Disinterment shall be in accordance with the laws of the state and permission must be obtained in advance from the board of cemetery trustees, or their designee. Disinterment of a person shall require written authorization from the individual or individuals who currently own the burial (interment) rights for the burial space from which the disinterment of the decedent is to take place and written authorization from the individual(s) who, at the time of the disinterment is to be made, would be permitted to authorize the burial of the decedent. A disinterment shall not be considered until the board or trustees or their designee, receives a court order instructing a disinterment maybe performed on the decedent.

(Ord. No. [871](#), § 6-1.15, 1-9-2017)