

**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD
MEETING
October 23, 2019**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on October 23, 2019 at 4:00 p.m., in the Council Chambers of City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Mary Williams, Anne Beck, Terry Sanders, Tom Scott and Cheryl Long. City Council Liaison and City Staff in attendance were Council Member Bill Peterson and Chief Financial Officer Tracy Waldron.

1. CALL TO ORDER

At 4:00 p.m. Chairperson Terry Sanders called the meeting to order with a quorum being present.

2. CITIZEN COMMENTS

There were no citizen comments.

3. PRESENTATIONS

- 3A. Presentation of the unaudited Financial Report for the period ending September 30, 2019. **Presentation was made by Chief Financial Officer, Tracy Waldron. An overview of the revenues and expenses was given.**

4. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 4A. Consider action to approve minutes from the June 26, 2019 meeting. **A motion was made by Board Member Anne Beck to approve the meeting minutes for the June 26, 2019 meeting, seconded by Board Member Cheryl Long, motion was approved on a 5-0 vote.**
- 4B. Discuss and receive input on the Fairview Cemetery software module for outside inquiry on lot locations. **Staff presented the Board with information regarding the Pontem Cemetery Software module and stated without accurate maps and surveying, the module was not an option. Alternative solutions were discussed, Staff informed the Board they would continue to research alternative modules.**
- 4C. Discuss and receive input on columbarium. **Chief Financial Officer, Tracy Waldron, inform the Board that cost and feasibility would be researched and discussions could be brought back to the Board in the Spring when working on the 2021 Proposed Budget.**
- 4D. Discuss and consider confirming dates and times for the next Cemetery Advisory Board meeting(s).

Chief Financial Officer, Tracy Waldron, asked the Board if January 22, 2020 was a date they would like to tentatively schedule for the next regular meeting. All agreed and the meeting was tentatively set for January 22, 2020 at 4:00 p.m.

5. UPDATES

5A. Informational update to Board, by Staff, on matters related to the Fairview Cemetery operations and maintenance.

Staff updated the Board that the eight (8) monuments that had been knocked down during the storm in May had been reset, leveled and glued by a contractor. The contractor will let them settle and then return to clean the monuments.

Ms. Waldron reminded the Board of the Boards and Commissions Orientation being held on Thursday, October 24, 2019 at 6:30 pm.

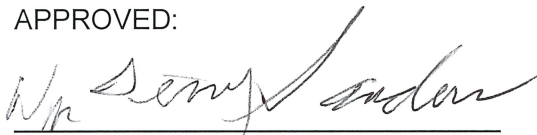
5B. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.

Board Chairperson Terry Sanders asked that the maintenance of Veteran information at the Gazebo and having a Vice Chairperson of the Board be put on the next agenda for discussion.

6. ADJOURNMENT

Chairman Terry Sanders adjourned the meeting at 5:07 p.m. with on objection.

APPROVED:



Terry Sanders, Chair

ATTESTED:



Mary Williams, Secretary