

Fairview Cemetery Advisory Board
Meeting Agenda
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800

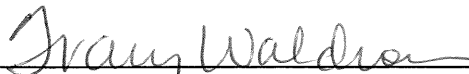


October 4, 2017 at 4:00 P.M.

Fairview Cemetery Advisory Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

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1. Call to Order
 2. Public Comments
 3. Consider action to approve minutes from the July 12, 2017 meeting.
 4. Hear presentation of the Financial Report for the period ending September 30, 2017.
 5. Informational update to Board, by Staff, on matters related to the Fairview Cemetery operations and maintenance.
 6. Discussion, consideration and possible action to confirm dates and times for next Cemetery Advisory Board meeting(s).
 7. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.
 8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, September 29, 2017 at 3:50 P.m. and remained posted for at least two hours after said meeting was convened.


Tracy Waldron, Chief Financial Officer



STAFF REPORT

MEETING DATE: October 4, 2017

AGENDA ITEM: III

TITLE:

Consider action to approve minutes from the July 12, 2017 meeting.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve minutes from the July 12, 2017 meeting.

ATTACHMENTS:

July 12, 2017 DRAFT Regular Fairview Cemetery Advisory Board Minutes

City of Bastrop
Fairview Cemetery Advisory Board Meeting Minutes
July 12, 2017 4:00 p.m.

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on July 12, 2017 at 4:00 p.m., in the Council Chambers of the City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Cheryl Long, Mary Williams, Terry Sanders, and Tom Scott. Ted Schaefer and Carl Spooner were absent. City staff in attendance were Tracy Waldron, David Junek and Heather Ambrose.

I. Call to Order

The meeting was called to order at 4:00 p.m.

II. Public Comments

There were no public comments.

III. Consider action to approve minutes from the January 11, 2017 and April 12, 2017 meetings.

Mary Williams made the motion to approve the minutes from the January 11, 2017 and April 12, 2017 meetings. Seconded by Cheryl Long and carried unanimously.

IV. Hear presentation of the Financial Report for the period ending June 30, 2017.

Chief Financial Officer Tracy Waldron reviewed the quarter and the projected ending balance for the FY17 budget.

Ms. Waldron advised that the expense for the new Cemetery software was an unforeseen expense that made the expenses a little higher than anticipated in FY17. The revenue due to lot sales is running higher than budgeted.

Board Chair Terry Sanders inquired how long it would be before the City runs out of available lot for sale in Fairview. Ms. Waldron said that she estimates it will be 17 years, or even longer, before that is an issue.

V. Discussion, consideration and possible action to approve the proposed budget for Fiscal Year 2018.

Tracy Waldron explained and reviewed the proposed budget for FY18.

Ms. Waldron highlighted some of the expenses in the FY2018 budget:

- Metal lot markers to delineate the corners of the lots in Block 8. This will make identifying the lots much easier for the staff to mark for burials and monuments, and easier for citizens to locate their plot.
- Possible improvements to the dirt roads on the west side.
- Ground-truthing and GPR in the west section to identify unmarked graves. This is the process that the City had previously hoped could be done through a grant from the State. The City was not awarded the grant. Once complete, this will allow the City to mark some unidentified graves with a memorial marker. This will also allow the City to determine where beautification efforts can be undertaken safely. It may also bring to light areas where plots could be sold.
- Actuarial services for perpetual care and other long-term planning issues with assistance from a professor at Texas State University.
- A new mower for the cemetery grounds.

Tom Scott made the motion to accept the proposed budget for Fiscal Year 2018. Seconded by Terry Sanders and carried unanimously.

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

Ms. Waldron advised the Board that the new cemetery software is working well. She stated that the software has options for expanding citizen's knowledge and abilities to self-navigate cemetery records and information in the future.

Ms. Waldron explained that the memorial tree program that was discussed previously has been on hold pending the hire of a parks superintendent. Ms. Waldron advised that David Junek has lots of experience in historic cemeteries and will be an asset to this program. Now that he is on board, there will be work done to determine the best locations and types of trees to offer in the program.

Mr. Junek said he is working on a plan for the removal of stumps and dead trees within the cemetery as a result of contact from citizens. One of the trees he is considering is the large dead tree at the cemetery entrance. He said some people love it, and some dislike it, and he is going to research the safety of it remaining where it is now.

VII. Discussion, consideration and possible action to confirm dates and times for next Cemetery Advisory Board meeting(s).

After some discussion, it was decided that the next regular meeting will be held on October 4, 2017 at 4:00 PM to accommodate the schedule of some members of the Board. Tom Scott advised that he cannot attend on the special date of October 4th due to previous plans.

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

Tom Scott inquired whether the wooden gazebo is used by citizens. He expressed his concern that the gazebo needs a little maintenance. Terry Sanders recalled that the gazebo had been a project of the BISD shop program in the past.

Tom Scott asked if the Board could review the area that is planned for ground-truthing.

IX. Adjourn.

At 4:25 PM, the meeting was adjourned.

APPROVED:

ATTESTED:

Terry Sanders, Chair

Mary Williams, Secretary



STAFF REPORT

MEETING DATE: October 4, 2017

AGENDA ITEM: IV

TITLE:

Hear presentation of the Financial Report for the period ending September 30, 2017.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

Provide the Fairview Cemetery Advisory Board with a financial report overview for the Cemetery fund.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

*The Financial Report will be handed out at the meeting.

JAN 2018

SUN	MON	TUE	WED	THU	FRI	SAT
	01 CITY HOLIDAY	02	03	04	05	06
07	08	09	10	11	12	13
14 CITY HOLIDAY	15	16	17 Traditional day of Fairview Cemetery Adv. Bd. meeting.	18	19	20
21	22	23	24	25	26	27
28	29	30	31			