

**City of Bastrop**  
**Cemetery Advisory Board Meeting**  
**April 20, 2016 4:00 p.m.**  
**City Hall Council Chambers**  
**1311 Chestnut Street**  
**Bastrop, Texas 78602**

- I. Call to Order
- II. Announcements
- III. Public Comments. [Note: Persons may address the Cemetery Advisory Board on any issue not otherwise listed on this Agenda. Please observe the time limit of three (3) minutes for general public comments. In accordance with the State of Texas Open Meetings Act, the Board cannot undertake discussion or take any action on Public Comments received at the meeting, but can: (1) recite Board/City policy on the points raised and/or (2) place items on an upcoming agenda for both discussion and action at that upcoming meeting.]
- IV. Consideration, discussion and/or approval of the Cemetery Advisory Board's January 20, 2016 meeting minutes.
- V. Presentation to Board by staff on financials for period ending March 30, 2016.
- VI. Consideration, discussion and possible action of a recommendation that City Council either Grant or Deny a variance request to allow for the cemetery plot legally described as being Section N, Lot 8 (1 space) to have a mausoleum installed as prohibited in Ordinance No. 2009-31, "Fairview Cemetery", Section 15.15 (f) "Prohibited Activities "and Section 15.16 (f), "Monument, Memorial or Tombstones; Construction Permit Required".
- VII. Informational update to Board, by Staff, on potential purchase of real property.
- VIII. Informational update to Board, by Staff, on matters related to the Fairview Cemetery operations and maintenance.
- IX. Discussion, consideration and possible action on setting the dates and times for next Cemetery Advisory Board meeting(s).
- X. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.
- XI. Adjourn.

**City of Bastrop**  
**Cemetery Advisory Board Meeting Minutes**  
**January 20, 2016 4:00 p.m.**

The Cemetery Board met in a regularly scheduled meeting on January 20, 2016 at 4:00 p.m., in the Council Chambers of the City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Terry Sanders, Carl Spooner, Ted Schaefer and Jerry Woehl. City Staff in attendance was Mike Talbot, Tracy Waldron, Zana Jones, Trey Job and Jason Alfaro.

I. Call to Order

Board Chair Terry Sanders called the meeting to order at 4:05 p.m.

II. Announcements

There were no announcements.

III. Public Comments.

There were no public comments.

IV. Consideration, discussion and/or approval of the Cemetery Advisory Board's October 21, 2015 meeting minutes.

Ted Schaefer made a motion to approve the minutes as written, seconded by Carl Spooner. Motion carried unanimously.

V. Presentation to Board by Friends of Fairview Cemetery regarding plans to restore historical headstones.

Terry Sanders, board member of the Friends of Fairview Cemetery, explained that he had a conversation with Mayor Ken Kesselus regarding using Hotel Motel (HOT) funds to repair headstones in the cemetery. The mayor recommended that he form a separate organization to take on this task of which he did. The organization was awarded \$1,500 in HOT funds for the project. The organization plans to restore the headstones of Thomas Hodges, Panfilo Frayre, and an 1850 headstone written in German. Tracy Waldron asked how they were planning on restoring these headstones. Mr. Sanders responded that they would have someone in the business of repairing headstones do the work. Mr. Sanders excused himself from the meeting.

Ms. Waldron told the Board that the project will be presented to the City Attorney for her opinion as to the legality of the organization repairing these stones. Mike Talbot stressed the importance of ensuring that the repairs are done by someone who is qualified. Mr. Talbot added that once the legal review is complete, Mr. Sanders should let the Board know when the work will be done. The Board had no concerns with the project. Mr. Sanders reentered the meeting.

VI. Presentation to Board by staff on financials for period ending December 31, 2015.

Tracy Waldron presented the financials for the first quarter of Fiscal Year 2016. She explained that the increase in miscellaneous revenue as compared to the same time the previous year was due to the sale of lots to persons outside of the City at the higher rate and the permitting fees. She also explained that will also be doing a budget transfer to cover with contingency the cost of buying back a plot and a settlement fee as the resolve of the plot inadvertently being double sold twice.

VII. Informational update on potential purchase of real property.

City Manager Mike Talbot told the Board that he has made an offer on the house located along Highway 95 in front of the Cemetery. Tracy Waldron told the Board that if the offer is accepted, the budget will need to be amended which she will present to the Board for their approval, as the purchase of the property was not included in the current fiscal year budget.

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

Trey Job presented two cost estimates for repairing several roads in the Cemetery as follows:

Project 1: Aster and Honeysuckle estimated at \$40,000  
Build up Aster; repairs and drainage work to Honeysuckle; tie these roads together and apply asphalt overlay to both

Project 2: Golden Rod, Orchid Violet and Indian Paintbrush estimated at \$27,508.50  
Apply asphalt overlay to all

Mr. Job suggested that a survey be done of the south side of the Cemetery to establish boundaries before moving forward with opening up the entrance from Farm Street. He feels the cost for putting in a road in this area will be minimal. Carl Spooner reported a concern that the entrance along Farm Street is currently blocked by a car belonging to the adjacent property owner. Jerry Woehl made a motion to accept the maintenance projects for road repairs presented by Mr. Job. Motion was seconded by Ted Schaefer and passed unanimously.

Jason Alfaro told the Board that the Parks Department still has plans to remove approximately 12 more trees.

IX. Discussion, consideration and possible action on setting the dates and times for next Cemetery Advisory Board meeting(s).

Terry Sanders set the next meeting for January 20, 2016 at 4:00 p.m.

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

There were no issues for inclusion.

XI. Adjourn.

Carl Spooner made a motion to adjourn the meeting at 4:40 p.m., seconded by Ted Schaefer. Motion carried unanimously.

**Sec. 15.15. Prohibited Activities.**

- a. Construction or reconstruction, including, but not limited to fencing, trellises, coping, or other enclosures, whether of vegetation or other matter, is prohibited around any plot within the Fairview Cemetery, except, however, as of the effective date of this Ordinance, nonconforming, permanently installed fencing, coping, trellises or enclosures of any kind may remain 'as is.' In the event the nonconforming improvement is removed or damaged, the improvement will be removed without a replacement permitted. This section shall not apply to fencing or other improvement that, at the discretion of the City Council, is historical in nature and replacement or repairs can be made safe and in a manner that preserves the original historical design or integrity of the grave site.
- b. As of the date of this ordinance, curbing is permitted in all areas of the Fairview Cemetery where lots are available for purchase after the obtainment of the required construction permit from the City through an application to the Finance Director, and shall comply with all City and cemetery construction rules, specifications and requirements. Curbing shall not be permitted, however, in any area of the Cemetery not currently open for sale. This includes Block 8, as well as any additional blocks established after the effective date of this ordinance.
- c. No party shall enlarge, reduce, replat or change the boundaries or grade of the cemetery or the location of any roads, drives, walks parkways, or gardens, which shall be the exclusive right of the City. All grading, landscaping, planting, trimming, and cutting of trees and other vegetation shall be the sole responsibility of the City.
- d. No maintenance, decoration or preparation of any kind shall be permitted on a burial site until the City has received payment in full for the plot.
- e. No granite, brick, stone, wood, concrete, cornerstones or any kind of artificial walkways or walks are permitted on or adjoining plots in the Fairview Cemetery, except those existing prior to the passing of this Ordinance or installed by the City.
- f. No graves in the Fairview Cemetery shall be covered with a concrete slab or other type of slab or covering.
- g. Digging for the placement of potted plants, baskets or other items is strictly prohibited.
- h. Digging for the purpose of burying cremated remains is strictly prohibited without an interment permit from the city.
- i. The Fairview Cemetery is for the interment of human remains only, except as provided in section 15.12(g).

- j. The drinking of alcoholic beverages in the Fairview Cemetery is strictly prohibited.
- k. No dogs are permitted in the Fairview Cemetery, with the exception of service dogs providing assistance to individuals with physical disabilities.

**Sec. 15.16. Monument, Memorial or Tombstones; Construction Permit Required.**

- a. *Permit Required.* Any person desiring to erect a monument, memorial, tombstone or other marker in the Fairview Cemetery shall obtain a written construction permit from the City through an application to the Finance Director, and shall comply with all City and cemetery construction rules, specifications, and requirements.
- b. *Bond.* Prior to the issuance of a construction permit by the City for the purposes of building a monument, tombstone or other marker or memorial in the Fairview Cemetery, the applicant shall file with the Finance Director a corporate surety bond payable to the City in the amount of five-thousand dollars (\$5,000). The City, on notice to the applicant, shall be permitted to use the bond amount for the repair or replacement of cemetery property, if necessary, caused by a contractor, which repair and replacement shall be the sole responsibility of the individual performing the work.
- c. *Performance.* Concrete or other material used on a cemetery plot to build a monument, marker, memorial or tombstone shall be mixed and prepared in the streets of the Fairview Cemetery only and not on grass, dirt or other areas. The person performing such work shall, upon completion, immediately remove all sand, gravel, tools and other equipment from the cemetery and shall leave the cemetery property in the same or better condition as it was prior to performance of the work, including removing all trash or other litter.
- d. *Standards.* Permanent bronze, granite or marble monuments, markers, memorials or tombstones may be constructed at a grave site, however, the City shall have the right to refuse the placing of any item at a grave site if it is found that the memorial is not in compliance with this chapter or that the workmanship or foundation does not satisfy generally accepted standards in this area.
- e. *Height Restrictions.* Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be four (4) feet in height or less, unless otherwise approved by the City Manager.
- f. Mausoleum and Crypts are not permitted in the Fairview Cemetery.