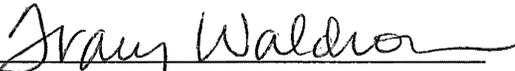


City of Bastrop
Cemetery Advisory Board Meeting
April 12, 2017 4:00 p.m.
City Hall Council Chambers
1311 Chestnut Street
Bastrop, Texas 78602

- 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 11, 2017, meeting minutes. (Pages 1-4)
- V. Hear presentation of the Financial Report for the period ending March 31, 2017. (Pages 5-6)
- VI. Informational update to Board, by Staff, on matters related to the Fairview Cemetery operations and maintenance.
- VII. Discussion, consideration and possible action to confirm dates and times for next Cemetery Advisory Board meeting(s).
- VIII. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.
- IX. Adjourn.

CERTIFICATE

I, Tracy Waldron, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Bastrop, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 7th day of April, 2017 at 2:30 pm. Copies of this agenda have been provided to those members of the media requesting such information.


Tracy Waldron, Chief Financial Officer

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS: THE CITY OF BASTROP IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. BASTROP CITY HALL AND COUNCIL CHAMBERS ARE WHEELCHAIR ACCESSIBLE AND SPECIALLY MARKED PARKING IS AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED ASSISTANCE ARE REQUESTED TO CONTACT THE FINANCE OFFICE AT 512-332-8820. PLEASE PROVIDE FORTY-EIGHT HOURS NOTICE WHEN FEASIBLE.

Confirmed time posted:

AF



STAFF REPORT

MEETING DATE: 4/12/17

AGENDA ITEM: IV

TITLE:

Consideration, discussion and possible action on approval of the minutes from the Cemetery Advisory Board meeting of January 11, 2017.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A

RECOMMENDATION:

Approve, amend, or correct the minutes of the January 11, 2017, Regular Fairview Cemetery Advisory Board.

ATTACHMENTS:

January 11, 2017 DRAFT Regular Fairview Cemetery Advisory Board Minutes



City of Bastrop
Cemetery Advisory Board Meeting Minutes
January 11, 2017 4:00 p.m.

The Cemetery Board met in a regularly scheduled meeting on January 11, 2017 at 4:00 p.m., in the Council Chambers of the City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Terry Sanders, Cheryl Long, Ted Schaefer, Mary Williams, and Tom Scott. Carl Spooner was absent. City staff in attendance were Tracy Waldron and Heather Ambrose.

I. **Call to Order**

Board Chair Terry Sanders called the meeting to order at 4:00 p.m.

II. **Announcements**

There were no 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.]

There were no public comments.

IV. **Consideration, discussion and/or approval of the Cemetery Advisory Board's October 19, 2016 meeting minutes.**

Ted Schaefer made the motion to approve the minutes as written. Seconded by Mary Williams and carried unanimously.

V. **Consideration, discussion and possible action on a recommendation by the Fairview Cemetery Advisory Board that the City Council either Grant or Deny a variance request to allow for the cemetery plots legally described as being Block 8, Row N, Lots 16-18 (3 spaces) to have fencing erected around the perimeter of the plots as prohibited in CHAPTER 15, "FAIRVIEW CEMETERY", Code of Ordinance of the City of Bastrop, Texas, Section 15.01.15 (a) "Prohibited Activities ".**

Chair Terry Sanders explained that Irma Carbajal was present to request a variance to the Fairview Cemetery ordinance to be allowed to erect a fence around plots she, and her family, own in Fairview. Chief Finance Officer Tracy Waldron invited Ms. Carbajal to come forward to address the Board. Ms. Waldron advised the Board that Ms. Carbajal has some difficulty with the English language and staff will be assisting in the explanation.

Mr. Sanders asked for clarification that the revised ordinance that was recently submitted for consideration to the City Council did not allow for fencing. Ms. Waldron confirmed that was correct. She added that the Board had requested that they receive any requests for fencing only as a variance to ensure that any construction is addressed on an individual basis. Staff recommendation is that the fencing be placed around all three plots with the fence posts mounted in concrete curbing surrounding the plots. Ms. Waldron said that she feels the curbing should make maintenance easier for City staff. Ms. Carbajal has indicated that she and/or her family will maintain the fence and inside the area. A gated opening will be required for access and for future burials since 2 of the plots are unoccupied.

Mr. Sanders inquired whether the staff's recommendation had been discussed with Ms. Carbajal. Ms. Waldron said that Ms. Carbajal had been advised and much of the staff's recommendations come from the actual letter of request that Ms. Carbajal submitted herself. Mr. Sanders addressed Ms. Carbajal and inquired whether what was presented represented her request and she acknowledged affirmatively.

Mr. Sanders said that he had no concerns about the request as presented. Ms. Waldron said the request is acceptable to staff provided it follows the set requirements as stated. Mr. Schaefer asked whether the work would need to be completed during the work week and Ms. Waldron acknowledged the work would be by permit and during the week so there could be monitoring of the progress if needed.

Ms. Williams expressed she was glad there were stipulations and agreement that the area inside the fencing would be maintained by the owners and family so that the City would not be responsible for the additional upkeep. Ms. Ambrose explained that she had been in conversations with many of the Carbajal family members, including the daughter and nephew and they seem to all have an interest in this project and the future maintenance.

Tom Scott made the motion to approve the requested variance with the staff stipulations. Seconded by Ted Schaefer and carried unanimously.

Following the vote, Mr. Sanders asked for a copy of the summary of the Fairview Cemetery ordinance that was presented to the City Council. Ms. Waldron said that it was included in the City Council packet but she could provide him with a copy.

VI. Presentation to Board by staff on financials for period October 1, 2016 through December 31, 2016.

Ms. Waldron provided an update on the budget to date. Lot sales are at 17 lots for the fiscal year. Twelve purchases were made by individuals residing outside the City limits and five were from individuals residing inside the City limits. Ms. Ambrose advised she had sold three more plots prior to the meeting.

Ms. Waldron said that budgeted road maintenance may be continued this year as needed, but that the majority of the improvements have already occurred.

Ms. Long inquired what is included in the Personnel category of the budget. Ms. Waldron explained that was for the only grounds maintenance employee at Fairview.

Tom Scott asked for confirmation that the Permanent Fund was the money that was carried over from when the cemetery transitioned from the volunteer organization to the City. Ms. Waldron said that only the interest can be used from the fund, but because of some diversity in the investments, a slightly better return is being yielded than before.

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

Ms. Waldron said there is a lot going on in relation to Fairview Cemetery. Some of the projects and issues being undertaken are:

- Memorial Tree Program: staff is working on developing details for this proposed program;
- Bell request for hill clearing: staff is working with Mr. Bell and USDA for recommendations on best practices;
- Texas Preservation Trust Fund Grant: working on possible grant funding for older sections (ground-truthing);
- Cemetery Software: working on obtaining new software that will streamline and better organize the City's cemetery records and processes;

- Block 9 Clean-up: This area has been cleaned up and leveled;
- BAIPP Transformer Project: Possible location of art on transformer in Fairview Cemetery;
- Gazebo Hedge Trimming: Complete.

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

April 12, 2017 will be the next regular scheduled meeting.

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

No

X. Adjourn.

At 4:42 PM, Ted Schaefer made the motion to adjourn the meeting. Seconded by Cheryl Long and carried unanimously.

APPROVED:

ATTESTED:

Terry Sanders, Chair

Mary Williams, Secretary



STAFF REPORT

MEETING DATE: 4/12/17

AGENDA ITEM: V

TITLE:

Hear presentation of the Financial Report for the period ending March 31, 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:

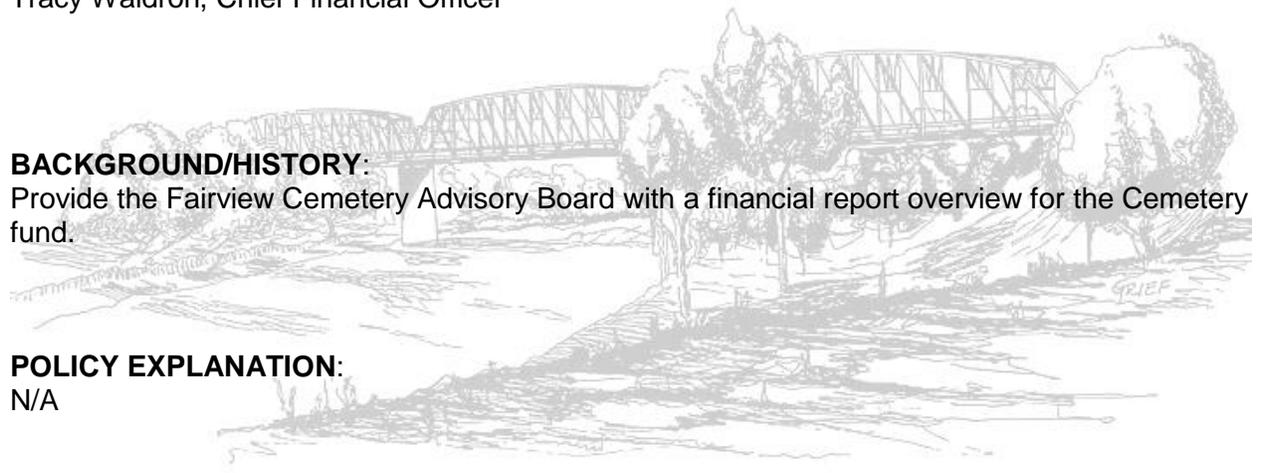
N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Fairview Cemetery Operating Fund #525 FY2017 Update 3/31/17



FAIRVIEW CEMETERY OPERATING FUND #525
FY 2017

03/31/2017

	Budget	YTD Actual
Audited Fund Balance 9-30-2016	\$ 186,500	\$ 186,500
FY2017		
Proposed Revenues	\$ 72,800	\$ 54,828
Proposed Expenditures		
Personnel	\$ (44,835)	\$ (21,293)
Operating	\$ (19,620)	\$ (11,318)
Road Maintenance	\$ (7,195)	\$ (366)
Admin Support	\$ (12,000)	\$ (6,000)
Other	\$ (1,180)	\$ (250)
Total Proposed Expenditures	\$ (84,830)	\$ (39,227)
Proposed Fund Balance 9-30-2017	\$ 174,470	\$ 202,101

Lots sold **40** (31 outside, 9 inside)

FAIRVIEW CEMETERY PERMANENT FUND #526	
Audited Fund Balance 9-30-2016	\$ 383,649
FY 2016 Revenues (only interest earned)	\$ 293
Projected Ending Fund Balance 9-30-2017	\$ 383,942

The Permanent Fund is for the perpetual care of the cemetery. The interest portion of this fund can be utilized for maintenance & operation of the cemetery.