

**Joint Workshop with Bastrop, TX City Council
and Fairview Cemetery Advisory Board**
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



Special Joint Workshop Agenda – January 18, 2017 at 7:30 P.M.

City of Bastrop City Council 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.

1. CALL TO ORDER

- 1A. City of Bastrop City Council – Mayor Connie Schroeder
- 1B. Fairview Cemetery Advisory Board – Chair Terry Sanders

2. PRESENTATION

Hear presentation by Mindy Bonine, Principal Investigator, AmaTerra Environmental, Inc. pertaining to upcoming ground-truthing and GPR project in the west section of Fairview Cemetery.

3. WORKSHOP SESSION

- 3A. Receive and participate in information regarding the Fairview Cemetery and Fairview Cemetery Advisory Board:
 - Role of Board, 2017 accomplishments, and future goals of the Fairview Cemetery Advisory Board
 - Policy Update Discussion (i.e. 2017 ordinance revisions; maintenance; monuments; “green burials” etc.).
- 3B. Discuss Council's Identified Focus Areas and List of Priorities as it relates to the Fairview Cemetery and Fairview Cemetery Advisory Board.
 - FR#3: Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability.
 - FR#4: Conduct ground-truthing and GPR in the west section of Fairview Cemetery to identify occupied gravesites and open plots.
 - UE#1: Create memorial tree program for Fairview Cemetery.

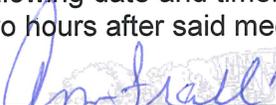
4. ITEMS FOR INDIVIDUAL CONSIDERATION – FAIRVIEW CEMETERY ADVISORY BOARD

- 4A. Consider action to approve minutes from the October 4, 2017 meeting.
- 4B. Hear presentation of the Financial Report for the period ending December 31, 2017.
- 4C. Consider action to confirm dates and times for next Fairview Cemetery Advisory Board meeting(s).

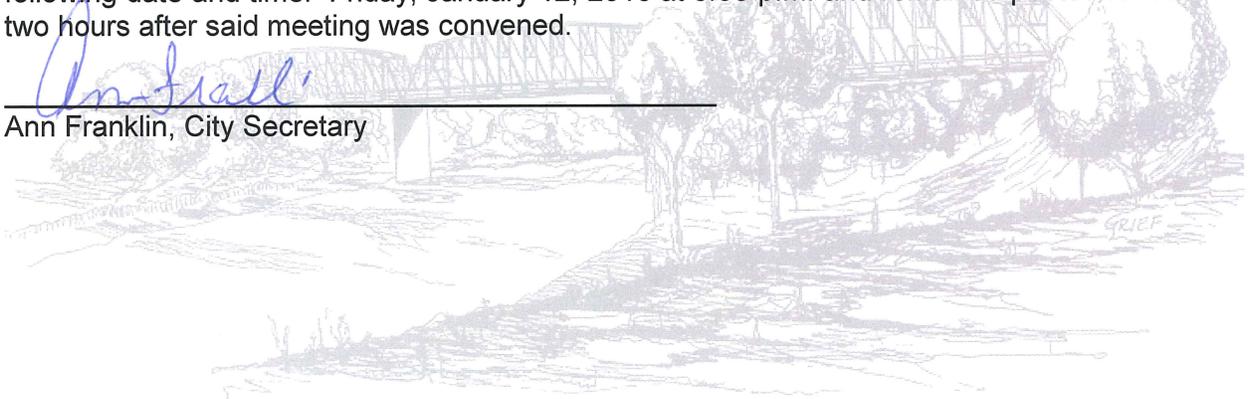
5. ADJOURNMENT

- 5A. City of Bastrop City Council – Mayor Connie Schroeder
- 5B. Fairview Cemetery Advisory Board – Chair Terry Sanders

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 convenience 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, January 12, 2018 at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary





STAFF REPORT

MEETING DATE: January 18, 2018

AGENDA ITEM: 2

TITLE:

Hear presentation by Mindy Bonine, Principal Investigator, AmaTerra Environmental, Inc. pertaining to upcoming ground-truthing and GPR project in the west section of Fairview Cemetery.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

As part of the FY2018 budget, a ground-truthing and GPR project was approved for a portion of the “west” section of Fairview Cemetery. The area is known to contain unmarked graves and as a result, plots are no longer sold in this area. However, heirs continue to request burials of family members in family plots passed down by generations. As a result, burials allowed to commence are at risk of accidental disinterment. Our goal is to alleviate some risk and identify where burials have occurred and mark those with memorials. The intent of this project is to identify unmarked graves.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

The ground-truthing and GPR project were funded as part of the FY2018 budget and are funded in the “Professional Services” category of the Cemetery budget.

RECOMMENDATION:

Hear presentation by Mindy Bonine, Principal Investigator, AmaTerra Environmental, Inc. pertaining to upcoming ground-truthing and GPR project in the west section of Fairview Cemetery.

ATTACHMENTS:

- January 18, 2018 Power Point pages relevant to the ground-truthing and GPR process, location, and timeline.

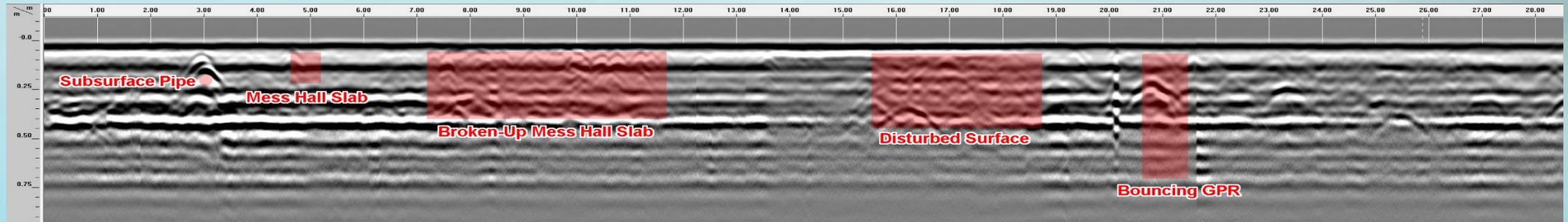
Mindy Bonine, Principal Investigator

Principal Investigator, AmaTerra Environmental, Inc.



What is GPR?

GPR is Ground Penetrating Radar. AmaTerra will deploy an antenna connected to a data collector and survey cart. AmaTerra will collect GPR profiles and compile the profiles into time slices/plan views using RADAN GPR data processing software. Soils in the study area are prevalently sandy loams over clay loam; and GPR signatures of subsurface features such as unmarked interments are expected to show strongly in the soil column. The ability to conduct trial passes over known graves of similar antiquity within the cemetery may also substantially improve the resulting data. During the course of the study, if the GPR operator identifies subsurface profiles that are consistent with those of an unmarked grave, they will be identified with a pin flag(s). AmaTerra assumes that the GPR survey will require approximately two to three days to complete.



(Above is a profile from work at Mother Neff State Park near Waco. This shows what the GPR profile looks like on the screen and after it's outputted onto a computer.)

The GPR equipment, shown at right, consists of two main parts: the orange box is the antenna. At one end of the box is the radar emitter and at the other end is the receiver. The antenna sends radar pulses into the ground that bounce off whatever is below and those pulses come back to the receiver. The time it takes a pulse to come back and the strength of that returning pulse are interpreted with the data collector (the gray tablet-looking thing with the blue sun shade). The data collector is a mini-computer that sets up the various equipment settings, controls the antenna, and collects the data. There's a display on the screen that shows the soil profile in real time as you push the cart along.

The cart is pretty common to use, although not required, and AmaTerra does plan to utilize it for our project. A GPS antenna on the equipment can obtain super-accurate location readings as well but was not used in the survey shown.



What is Ground Truthing?

Ground truthing is a process. In the field, AmaTerra will deploy a backhoe or Gradall with a minimum 3-foot wide, flat-bladed bucket to conduct a series of scrapes to identify evidence of unmarked burials.

All scraped areas will be mapped using a hand-held GPS device with sub-meter accuracy. The field team will further document each trench on a standardized form and through photographs, recording the location and depth of any features within. In the event that any scraped area extends deeper than 3 feet, it will be staked off and marked with yellow caution tape.

All scraped areas and trenches will be backfilled at the end of the project. As with the remote sensing survey, the location recorded soil stains or materials indicating graves will be marked with pin flags and ultimately mapped with a sub-meter accuracy GPS. Any human remains inadvertently exposed will be carefully documented and mapped but will not be excavated. Investigators will notify the City of Bastrop and the other consulting parties, and then completely re-cover remains.

A Gradall is shown to the right but it is more likely that a smooth-bucket, standard backhoe would be used. Whatever equipment is utilized, scraping will be done – not digging.



What are the Advantages & Disadvantages of Ground-Truthing & GPR?

GROUND-TRUTHING: SCRAPING/FORMAL EXCAVATION

- Advantages: Almost fool-proof and, if properly done, will provide a definitive answer. Can be performed in any soil type, rocks are not a problem. If other methods will require ground-truthing, scraping first will be a cost savings.
- Disadvantages: Invasive, so families may object. Expensive; it requires an archeologist and machinery. There is always a chance that a very ephemeral burial will be missed and destroyed by machinery, although this is highly unlikely.

GROUND-PENETRATING RADAR (GPR)

- Advantages: GPR is non-invasive, so families typically do not object. Under ideal conditions, it can provide a highly-detailed image of the subsurface. GPR is probably the best form of remote sensing if the clay content of the soil is low and the surface conditions are favorable.
- Disadvantages: GPR's effectiveness depends greatly on soil conditions; it does not work well in clay-rich, rocky, or saturated soils. Success also depends on surface conditions and vegetation. GPR often requires some form of ground-truthing.

Selected contractor AmaTerra is listed on the Council of Texas Archaeologists Contractors List at <http://counciloftexasarcheologists.org/wordpress/wp-content/uploads/Contractors-List-October-2017.pdf>. AmaTerra is a small, minority-owned, and Historically Underutilized Business (HUB) and Disadvantaged Business Enterprise (DBE).

What Were the Alternate Methods Not Chosen?

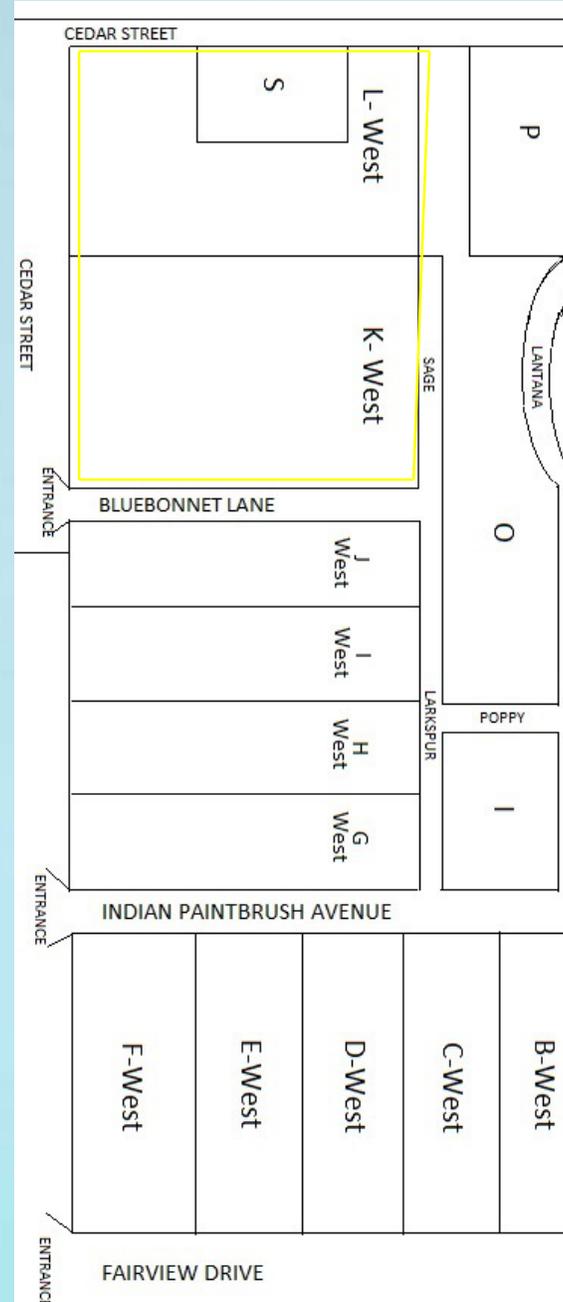
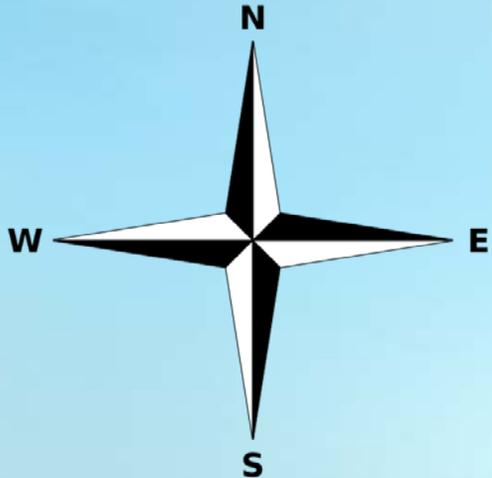
There are advantages and disadvantages to each method. It is important to remember that no method is foolproof in finding unmarked graves. Some of the other methods are:

- **Rod Probing**
 - Disadvantages: Invasive and some families may object. Not typically useful for burials in wooden coffins that have likely deteriorated over the years. Rocks and other solid objects can give false readings.
- **Soil Coring**
 - Disadvantages: Invasive and some families may object. Requires an archaeologist or soils scientist. Difficult or impossible in rocky soil. Soil differences can be so subtle so that it cannot be determined if a grave exists. May require ground-truthing or scraping.
- **Resistivity**
 - Based on principles of soil moisture retention and electricity conduction. Ineffective if upper level of soil is disturbed and very wet/dry conditions. Can be expensive. Difficult in rocky soil. May require ground-truthing or scraping.
- **Conductivity**
 - Ineffective if the upper level of soil is disturbed over a large area. It is ineffective in the presence of ferrous metal, so the survey area has to be very clean and checked with metal detectors. It can be less effective if the soil is saturated, very dry, or rocky. It is affected by nearby power lines. May require ground-truthing.
- **Magnetometry**
 - Ineffective if the upper level of soil is disturbed over a large area. Soils need to have significant iron oxide content. Ineffective in the presence of ferrous metal (iron, steel, etc.), so the survey area has to be very clean and checked with metal detectors. Magnetometry can be expensive. May require ground-truthing.
- **Dowsing/Witching**
 - Most agree that dowsing is no better at finding graves than common-sense intuition. Dowsing could put the organization at legal and financial risk and could lead to public embarrassment.

What is the Project Area?

The current project area is approximately +/-1 acre in size, bounded by:

- Cedar Street (north)
- Bluebonnet Lane (south)
- Larkspur/Sage (east)
- Highway 95 (west).



SCHEDULE OF WORK

The draft schedule at right was prepared as part of the AmaTerra agreement. However, start was delayed to ensure the City Council and Fairview Cemetery Board are fully aware of the details of the project and to allow time for input and inquiry.

From Notice to Proceed to Final Report is a timeframe of approximately six (6) months.

Schedule

AmaTerra can begin work within one month of Notice to Proceed (NTP) with all work completed within approximately six months of NTP. An approximate schedule is provided below.

Task	Duration (weeks)	End Date	Running Total Duration (weeks)	Milestone
Notice to Proceed	-	1/1/2018	-	
Permit Application and Prefield Preparation	2	1/15/2018	2	Draft Permit Application Package Delivered to C/O Bastrop. If approved, C/O Bastrop signs the application form and returns it (electronically) to AmaTerra.
Fairview Cemetery Joint Work Session		1/18/2018		Some scope elements may be revised as a result of public inquiry at the meeting.
C/O Bastrop Review/Comment, Revision, THC Submittal	1	1/25/2018	3	
Antiquities Permit Issued	1	2/1/2018	4	Antiquities Permit Issued, allowing fieldwork to begin.
Field Survey (GPR and Backhoe Scraping)	2	2/15/2018	6	Field Survey Completed
Draft Report Preparation	4	3/15/2018	10	Review Draft Report Provided to C/O Bastrop
C/O Bastrop Review/Comment, THC Submittal	2	3/29/2018	12	Copy of Submitted THC Review Draft and Cover Letter provided to C/O Bastrop
THC Review	4	4/26/2018	16	Presumably the THC will concur with conclusions and recommendations of the draft. If there are any proposed actions that require regulatory comment, this will be when those become legally defined and any project may proceed.
Final Report Preparation, Curation, and Project Closeout	10	7/5/2018	26	Notice of Permit Clearance Letter provided to C/O Bastrop.

Points of Contact

AmaTerra proposes Mindy Bonine serve as the project's Archeological Principal Investigator and Project Manager (mbonine@amaterra.com). Mason Miller will serve as the geophysical remote sensing specialist on the project (mmiller@amaterra.com). Both can be reached at the AmaTerra Austin office at 512-329-0031.



Joint City Council & Fairview Cemetery Advisory Board Workshop

January 18, 2017



CITY OF BASTROP



OUR VISION

Bastrop - a welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment.

OUR MISSION

To continuously strive to provide efficient and proactive services that enhance our quality of life and achieve our vision

City of Bastrop Focus Areas

Fiscal Responsibility	Economic Vitality	Communication
Prepare and manage budget; fiduciary responsibility.	Create sustainability by leveraging tourism; infrastructure renewal and investment; enhancing public/private partnerships; efficient planning & development processes; and fostering an inclusive & diverse environment that encourages entrepreneurial ventures.	Support and enhance open 2-way communication between the City and its residents and businesses.
Uniquely Bastrop	Organizational Excellence	Multi-Modal Mobility
Maintain and enhance our historic community feel by leveraging the unique combination of community, cultural and recreational assets that make Bastrop a special place to live and work.	Organizational governance; progressive operational efficiency; employee and citizen volunteer recognition.	Improved mobility for all modes of transit; manage traffic congestion.
Community Safety	Unique Environment	Manage Growth
Keep citizens, businesses, and visitors safe.	Continue beautification and natural areas, green spaces, parks, river, and landscaping.	Plan for and manage growth, development, and redevelopment to maintain Bastrop's unique feel and character.

Fairview Cemetery Advisory Board

- The City acts as the permanent trustee for the perpetual care and upkeep of plots and graves in the cemetery.
- The Fairview Cemetery Advisory Board recommends rules to the City Council concerning the use, care, control, management, restriction, and protection of the Fairview Cemetery.
- The Board also advises City Council on any issues it determines are necessary to the proper conduct of cemetery business and for the protection of the principles, plans, and ideals by which the Fairview Cemetery is to be operated.
- The Fairview Cemetery Board meets quarterly, or on a more frequent basis as needed.

2017 Accomplishments

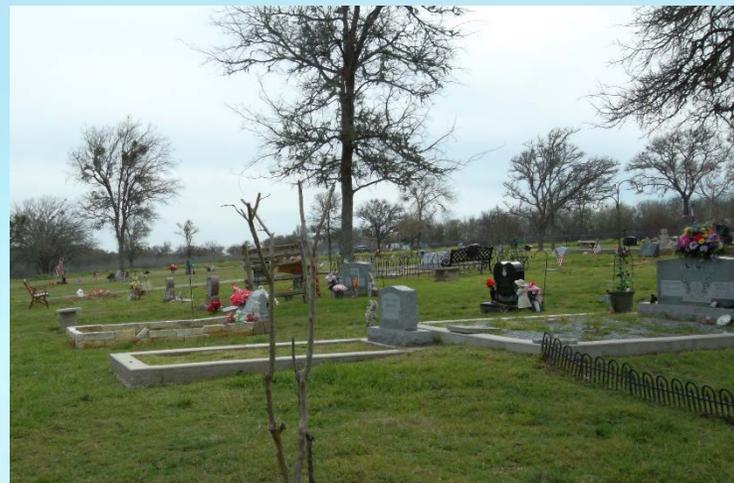
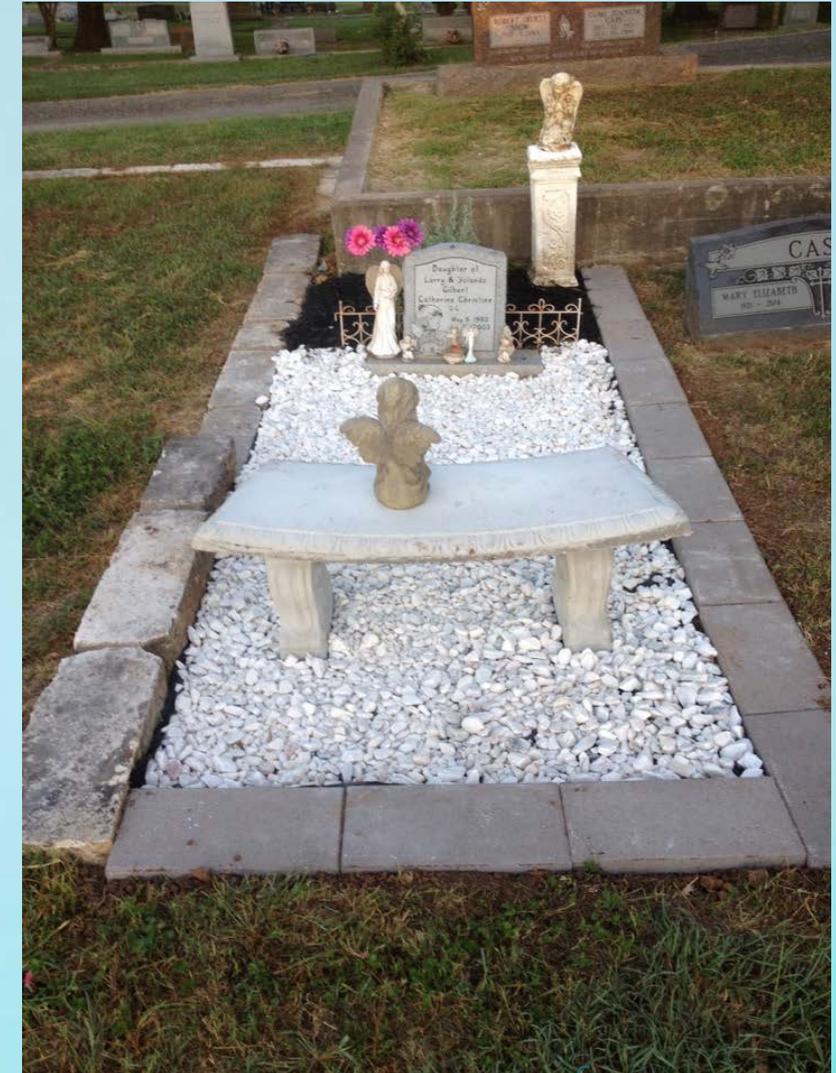
- **ORDINANCE**: Completed an extensive review of the cemetery ordinance and made recommendations to the City Council, which simplified the ordinance and narrowed restrictions to those primarily involving public safety and/or maintenance.
- **TREES**: Identified concerns surrounding the aging of existing trees and the need for additional and replacement trees to retain the Fairview Cemetery's beauty for future generations.
- **MEMORIAL TREE PROGRAM**: Instructed staff to draft suggested guidelines for the implementation of a Memorial Tree Program after being made aware of requests from citizens to plant trees in memory of their loved ones.



2017 Cemetery Ordinance Revisions

Heirs of those buried at Fairview Cemetery place a priority on being able to personalize their loved ones' graves.

The revised Cemetery Ordinance was intended to balance safety, maintenance, and the wishes of the heirs and friends.



Significant Ordinance Revisions in 2017

The Fairview Cemetery Advisory Board met on October 19, 2016, to review and recommend approval of changes to Chapter 15 “Fairview Cemetery” of the Code of Ordinances of the City of Bastrop. Most of the changes were essentially administrative clarifications. Rationale for significant changes include:

- Section 15.01.015. Prohibited Activities: Several revisions and deletions were made to this section. The intent was to provide opportunities for property owners in all sections of the cemetery to honor their loved ones in an equal manner (i.e. curbing). In addition, the focus on prohibited activities was shifted to place the emphasis on activities that are hazardous or dangerous to the environment, public, or City employees.
- Sec. 15.01.016 - Monument, memorial or tombstones; construction permit required. In the past, variances had been approved for requests related to two parts of this section. Therefore, the revised ordinance removes the prohibition against mausoleums and increases the height allowed for monuments to 6’ in height or less from the previous 4’ maximum.
- Sec. 15.01.017 - Placement of objects in the Fairview Cemetery. The Fairview Cemetery Board and City Council previously indicated that they prefer that plot owners have the ability to honor loved ones at rest in Fairview Cemetery in a personal manner. Revisions and additions to this section are intended to allow the personalization of plots, provided that they are maintained by the property owner or heirs. Many previously prohibited items such as ground coverings, long-term holiday decorations, benches, and flags larger than 12” are now permitted.
- Sec. 15.01.018 - Planting in the Fairview Cemetery. Revisions in this section are intended to allow some planting on plots provided the plot owners maintain the growth per the ordinance. *(Note: The planting of trees is still not permitted.)*



STAFF REPORT

MEETING DATE: January 18, 2018

AGENDA ITEM: 3A

TITLE:

Receive and participate in information regarding the Fairview Cemetery and Fairview Cemetery Advisory Board.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The Fairview Cemetery Advisory Board recommends rules to the City Council concerning the use, care, control, management, restriction, and protection of the Fairview Cemetery. The Board also advises City Council on any issues it determines are necessary to the proper conduct of cemetery business and for the protection of the principles, plans, and ideals by which the Fairview Cemetery is to be operated.

POLICY EXPLANATION:

The Fairview Cemetery is referenced in Chapter 15 of the City of Bastrop Code of Ordinances. The Fairview Cemetery Advisory Board is established and granted authority under Sec. 15.01.002 – “City as permanent trustee for perpetual care and creation of cemetery advisory board.”

FUNDING SOURCE:

N/A

RECOMMENDATION:

Receive and participate in information regarding the Fairview Cemetery and Fairview Cemetery Advisory Board.

ATTACHMENTS:

- January 18, 2018 Joint City of Bastrop City Council and Fairview Cemetery Advisory Board Power Point presentation pages 8 – 14 related to role, accomplishments, future goals, and policies.

FY 18 Finance Department Work Plan

In 2017, City Directors met in a retreat to formulate a Work Plan to address priorities to be completed during FY2018. Specific goals and deadlines aid staff in working towards success in these areas.

The Fairview Cemetery Advisory Board will participate in reviewing and making recommendations on some of these priorities.

There are three (3) Work Plan priorities related to the Fairview Cemetery:

- FR#3: Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability.
- FR#4: Conduct ground-truthing and GPR in the west section of Fairview Cemetery to identify occupied gravesites and open plots.
- UE#1: Create memorial tree program for Fairview Cemetery.

FR#3: Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability.

Finance Department Work Plan



FR#3: Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability.

1. Request the study be initiated.
2. Review the results of the study with staff and CM.
3. Take the study to Council for review and comment.
4. Create an Ordinance establishing the fees and allocation as recommended by Council.

RESPONSIBLE PARTIES: Tracy Waldron and Heather Ambrose

OBJECTIVE DESCRIPTION: To determine the fee that needs to be charged and the amount of that fee that should be allocated to the permanent care fund to cover the perpetual maintenance of the Cemetery in the long-term future.

Perpetual Care Language

Sec. 15.01.003 - Adoption and enforcement of rules and regulations to establish perpetual care cemetery and protect and care for graves.

- (a) The city shall adopt and provide for the enforcement of such reasonable rules and regulations as may be necessary to establish, maintain, and oversee the Fairview Cemetery as a perpetual care cemetery, to protect the graves of those who are interred in the cemetery, and to maintain the beautification of the cemetery under uniform conditions. Perpetual care shall herein mean a cemetery for the benefit of which is created a perpetual care trust fund established pursuant to state law for the maintenance, repair and care of all plots and graves in the cemetery including, but not limited to road maintenance, mowing, edging, pruning, landscape construction, pest control, security, and all other maintenance activities that are deemed necessary to the care, protection, and preservation of the cemetery.
- (b) The city is hereby empowered to enforce all rules and regulations, to exclude from cemetery property any violator and shall have charge and supervision of the grounds, buildings, persons on cemetery property, funerals, traffic, employees, plot owners and invitees.

Cemetery Plot Fees

Sec. A15.01.012 - Sale of cemetery plots; generally.

Cost.

- (1) Cost to purchase one (1) cemetery plot:
 - (a) Residents of the City of Bastrop: \$1,000.00, of which 100% shall be deposited into the Operating Fund*.
 - (b) Non-residents of the City of Bastrop: \$1,500.00, of which 100% shall be deposited into the Operating Fund*.
- (2) Unchanged.
- (3) Permit fee: \$25.00*

*The city reserves the right to change the above referenced fees at any time at its discretion.

(Ord. No. 2012-15, 8-28-12; Ord. No. 2014-7, 5-13-14; Ord. No. 2015-13, pt. 1, 9-8-15)

The City's Cemetery Ordinance establishes Fairview as a perpetual care cemetery but the fees currently being charged are deposited directly into the Operating Fund.

Perpetual care includes maintenance, repair and care of all plots and graves. Because Fairview is a perpetual care cemetery, it is critical to determine what level and type of fees are needed to maintain the cemetery's future needs.

Thomas Longoria, PhD, Texas State University, will be working with staff on a report in Spring 2018.

The Fairview Cemetery budget has an operating fund supported by lot sales, and a permanent fund that results from the transfer from the former cemetery association to the City of Bastrop.

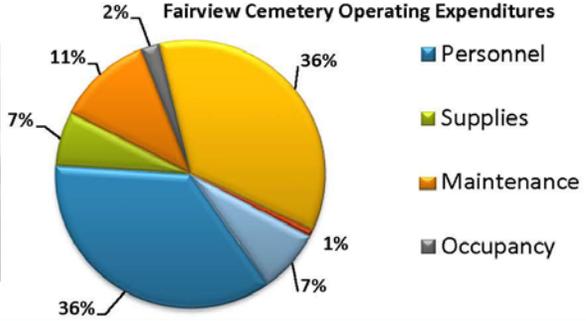


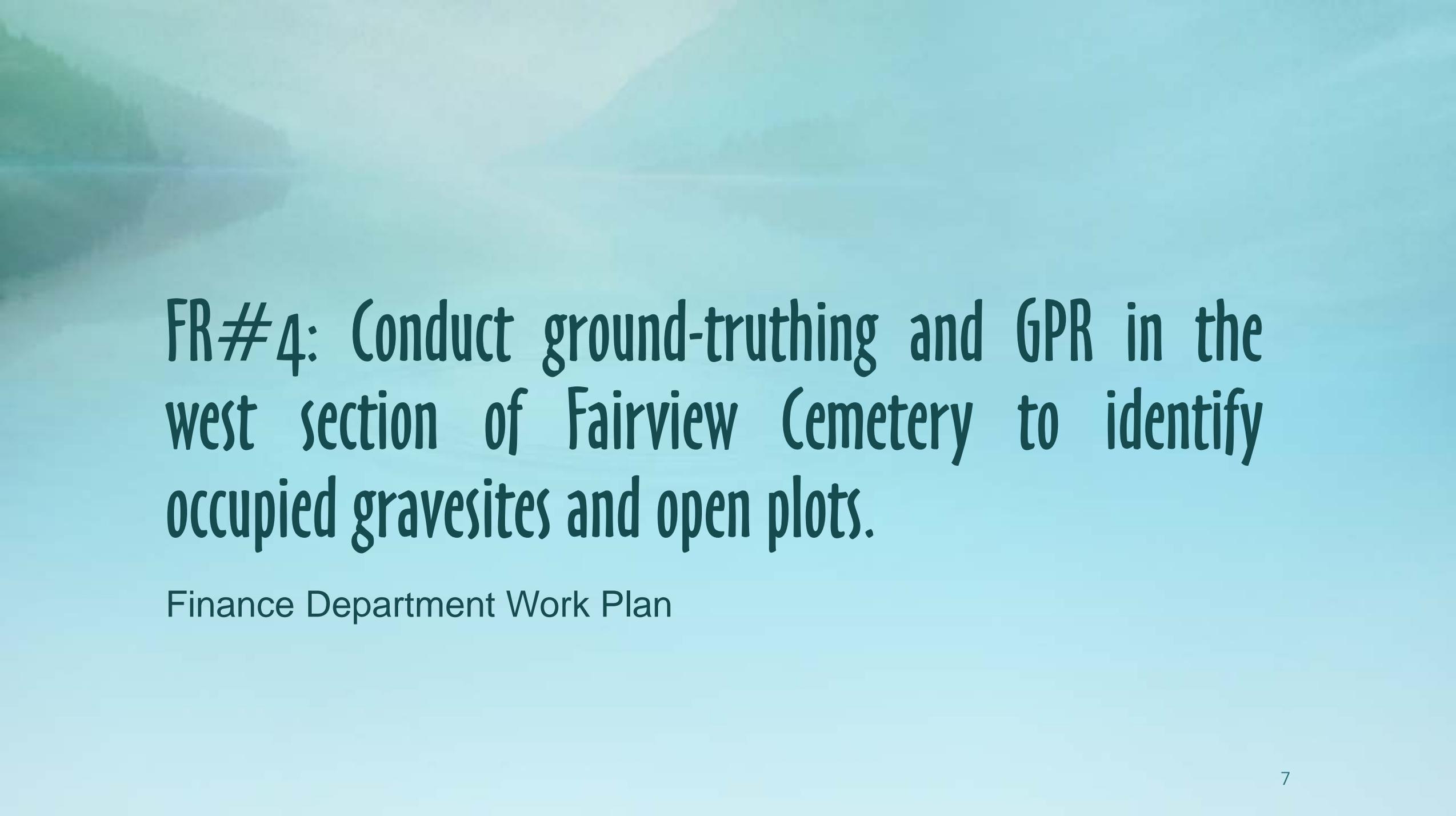
**FAIRVIEW CEMETERY OPERATING FUND #525
FY 2017-2018 BUDGET**

Projected Fund Balance 9-30-2017	\$	198,742
FY 2017-2018		
Budgeted Revenues	\$	90,700
Budgeted Expenditures	\$	<u>(131,177)</u>
Projected Ending Fund Balance 9-30-2017	\$	158,265

FAIRVIEW CEMETERY PERMANENT FUND #526

Projected Fund Balance 9-30-2017	\$	383,649
FY 2018 Interest Revenue	\$	<u>1,000</u>
Transfer to Operating Fund	\$	<u>(1,000)</u>
Projected Ending Fund Balance 9-30-2017	\$	383,649



A misty, teal-toned landscape with mountains and a lake. The scene is hazy, with soft light filtering through the mist. The mountains are in the background, and a body of water is visible in the foreground, reflecting the light. The overall mood is serene and quiet.

FR#4: Conduct ground-truthing and GPR in the west section of Fairview Cemetery to identify occupied gravesites and open plots.

Finance Department Work Plan

FR#4: Conduct ground-truthing and GPR in the west section of Fairview Cemetery to identify occupied gravesites and open plots.

1. Obtain three quotes.
2. Select contractor to perform work.
3. Contractor submits for approval from the state.
4. Select and order markers to be used on identified graves.
5. Once unoccupied graves have been identified, mark them as available on the software.
6. Mark the graves identified as occupied.

RESPONSIBLE PARTIES: Margaret Silbernagel and Heather Ambrose

OBJECTIVE DESCRIPTION: To determine the graves in this west section of the cemetery that are occupied (but not marked in records) or not occupied and can be changed to available to be sold (potentially).



What You See Can't Always Be Trusted!



In cemeteries, what you see on the surface does not always reflect what is below. For instance:

- Grave markers can be at the head, foot, or center of a grave, or can be some distance from the grave.
- Burials can be oriented in any direction relative to a marker or nearby burials.
- The markings on the grave marker may face towards or away from the burial.
- Multiple individuals may be buried under one marker.
- Burials may lack markers, perhaps due to cultural traditions, deterioration of original grave marker material, or desecration.
- Markers may also be situated over empty graves.
- If there is a depression, it may be larger or smaller than expected. Depressions do not always indicate graves, since cemetery workers can borrow soil from one area to fill in low spots in another, creating depressions that may resemble graves.

It is not a safe assumption, therefore, that surface conditions indicate what may or may not be below the surface. Where records are inadequate, some sort of remote sensing or subsurface testing is needed to locate burials. The most common techniques are described below.

West Section Background Information

Through "ground-truthing" and ground penetrating radar (GPR), the City of Bastrop hopes to locate burials in the K and L sections of Fairview Cemetery. If successful, additional sections may be undertaken in phases as budgeting permits.

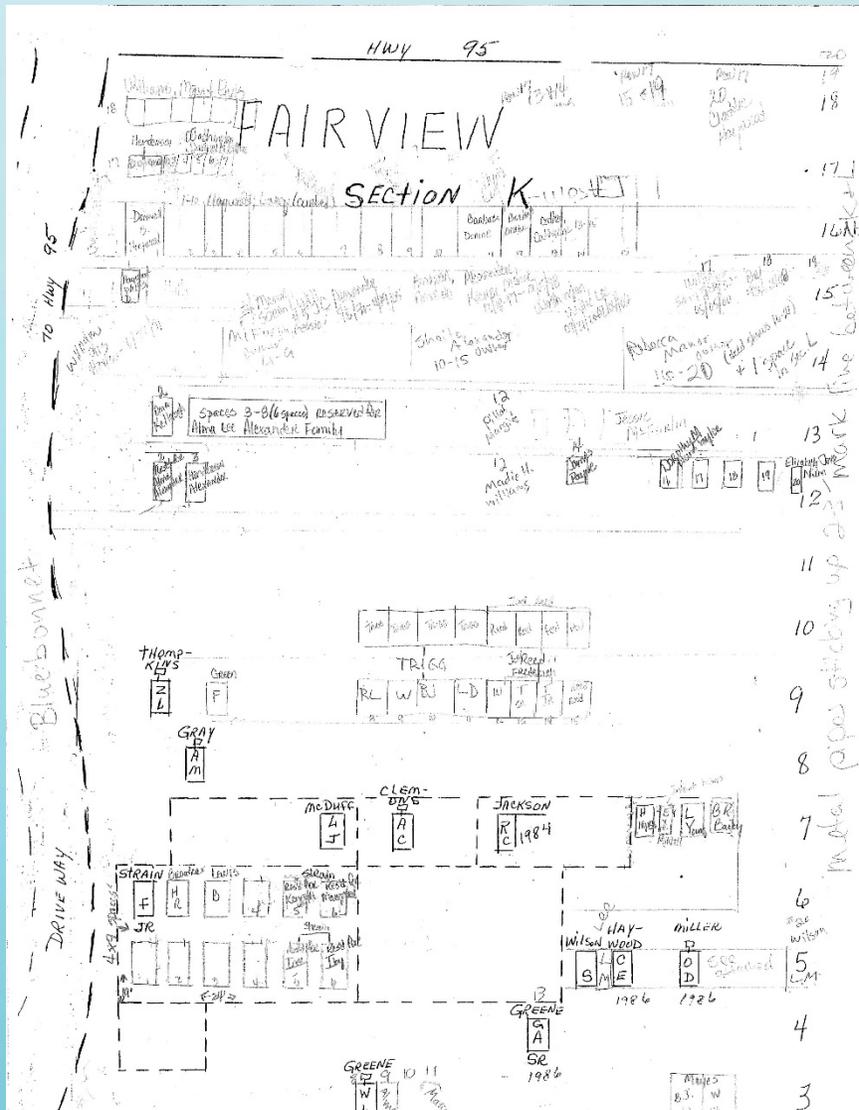
HISTORY

The City of Bastrop acquired Fairview Cemetery in 2005. Formerly, records were maintained on paper lacking in adequate detail. As a result, the City has concerns about the farthest west sections that may contain burials not visually obvious or through available records. Long-time Bastrop citizens recount how burials from the "poor house" and "black" community were simply buried there with no recordation for future records, or with any logical layout.

The entire west section of Fairview, formerly known as the "black section", is an area divided into two parts measuring 90' x 650' and 123' x 575' and divided into sections "A-L". These areas are the resting place of mainly Blacks and Latinos. The area is known to contain unmarked graves.

The City has incomplete knowledge of where burials have taken place and plots are no longer sold in this area. However, heirs continue to request burials of family members in family plots passed down by generations. As a result, burials allowed to commence are at risk of accidental disinterment. Our goal is to alleviate some risk and identify where burials have occurred and mark those with memorials.

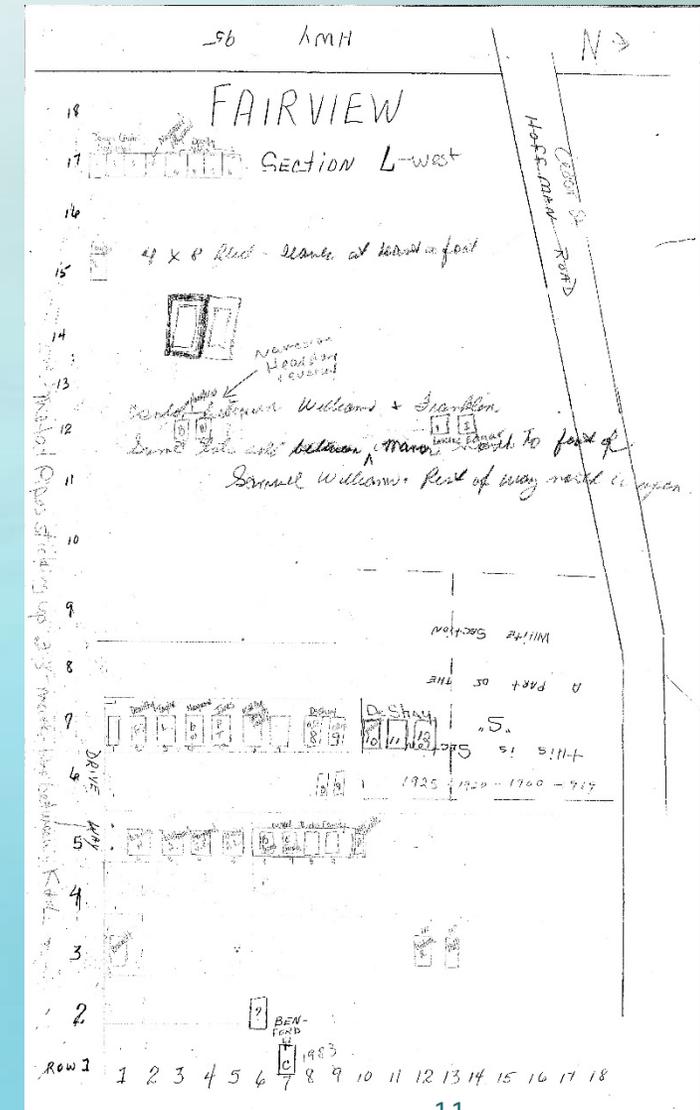
Examples of West Section Map Records



These are actual scanned copies of the West Section K & L maps that staff use to locate graves and identify plots for burial in the area.

The graves are hand-drawn onto the maps that are not drawn to scale. Since these have been recorded by hand, staff are always concerned about the accuracy of ownership and burial records in the area.

Clearly there is a real possibility of human error resulting in accidental disinterment any time a grave is opened.



Signage (similar to graphic on below right) will be placed along Indian Paintbrush as well as at intersections in the vicinity of the project area.

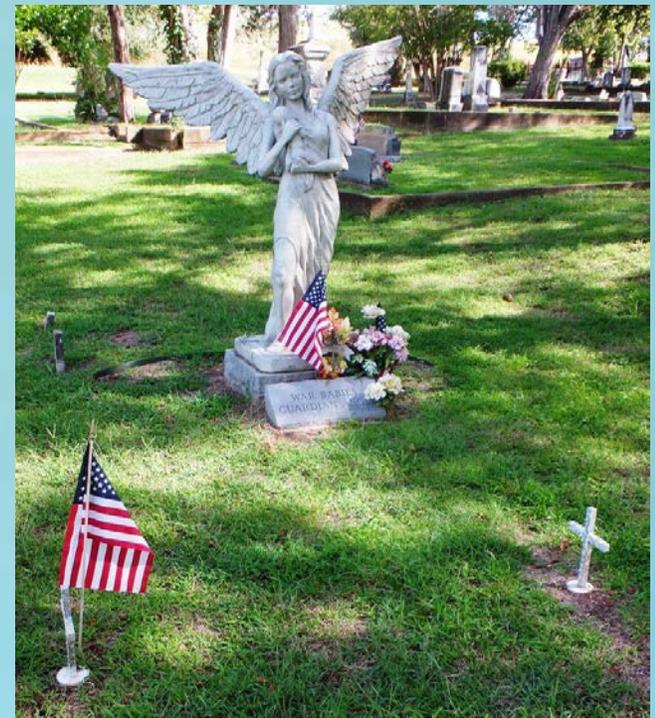
PUBLIC NOTICE: This is an archeological investigation, known as GPR and Ground Truthing, being conducted at the request of the City of Bastrop to find the locations of unmarked burials. This work will be as non-invasive as possible using ground penetrating radar followed by shallow scraping to expose the tops of burial shafts only. No actual burials are intended to be exposed or damaged.

If you have any questions, please visit www.cityofbastrop.org/page/city.cemetery or call (512)332-8820 for additional information.



UE #1 UNIQUE ENVIRONMENT

City of Bastrop Focus Area



UE #1: Create memorial tree program for Fairview Cemetery.

1. Research other programs for general guidelines.
2. Determine where in the cemetery we will allow trees to be planted.
3. Present a draft program to Cemetery Advisory Board.
4. Update program based on their feedback.
5. Take to Council for approval.
6. Advertise the program.

RESPONSIBLE PARTIES: Tracy Waldron and Heather Ambrose

OBJECTIVE DESCRIPTION: To allow families to memorialize their loved ones at the same time controlling the types of trees and placement in the cemetery.

TREES

Beautiful, aging, and historic trees make a replacement plan critical to maintaining the future beauty of Fairview Cemetery.

In addition, there are areas of the Cemetery in need of shaded areas for visitors to reflect and grieve comfortably. Two tree species have been selected. More tree options are available through the Memorial Program.



TEXAS ASH

Fraxinus texensis

The **Texas Ash** is a tree recommended for replacement of generally aging trees and for addition of new trees in areas where few trees are currently located.

The Texas Ash is a smaller yet faster growing tree well suited for Central Texas.

The Texas Ash is also considered a “Firewise” tree for landscaping for reducing wildfire risks.

- Tree Description: A medium-sized tree to 45 feet tall and a trunk to 2 feet in diameter, with an oval crown.
- Flower: Male and female flowers borne on separate trees. Female flowers in loose clusters appearing with the new leaves; male flowers appear as dark, purplish clusters near the end of the twigs, often before the leaves.
- Bark: Gray, with brown or black blotches, furrowed, with the interlocking flattened ridges common to the ashes on older trunks.

Source: <http://texastreeid.tamu.edu/content/TreeDetails/?id=37>



Escarpment Live Oak *Quercus fusiformis*

This tree is also recommended for replacement of generally aging trees and for addition of new trees in areas where few trees are currently located.

The Escarpment Live Oak is a larger but slower growing tree that is drought and cold tolerant. Live Oaks are also considered “Firewise” trees for landscaping for reducing wildfire risks.

- Tree Description: Height: 20 to 50 ft., width: 25 to 40 ft.
- Character: Is an evergreen/semi-evergreen tree adaptable to most soils and full sun exposure.
- Fruit and Flower: elongated acorn; green catkins

Source: <https://aggie-horticulture.tamu.edu/ornamentals/natives/QUERCUSFUSIFORMIS.HTM>



Escarpment Live Oak
Quercus fusiformis



© Robert O'Brien

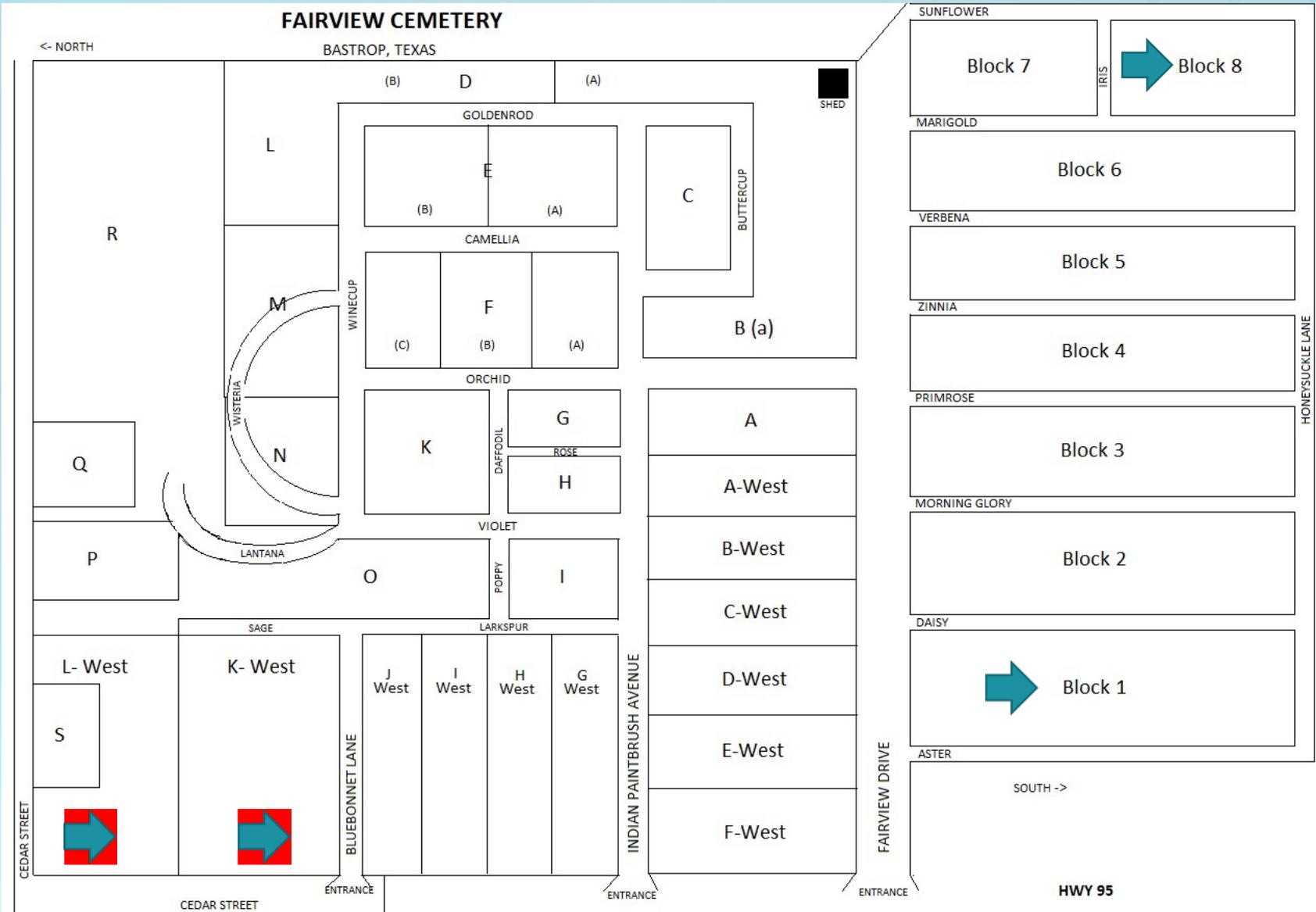
NEW TREE LOCATIONS



Areas where new trees will be planted.



Areas where new trees will be planted once safe areas are identified through ground-truthing.



MEMORIAL TREE PROGRAM

In the review of the Cemetery Ordinance in January 2017, it was decided to maintain the restriction against the planting of trees by plot owners and their heirs. This restriction ensures that proper trees are planted and grave safety is maintained.

However, many families wish to donate something long-lasting and meaningful in their loved ones' memory. This is the purpose of the Memorial Tree Program.

While the program is still in the planning stages, several families are currently on the "interested" list.

**CITY OF
BASTROP**

**FAIRVIEW
CEMETERY**

**MEMORIAL
TREE
PROGRAM**



**City of Bastrop, Texas
Fairview Cemetery
Hwy 95
PO Box 427
Bastrop, TX 78602
www.cityofbastrop.org**

**Phone: 512-332-8820
Fax: 512-332-8829**



*Memorial Pavilion
at
Fairview Cemetery*

Fairview Cemetery

The historic Fairview Cemetery is located along Highway 95 in Bastrop, Texas. With beautiful, historic gravesites dating back to the 1800s, Fairview is listed on the State of Texas Historic Cemetery listing. It is considered by many to be one of the State's most historic, beautiful, and unusual cemeteries.

Memorial Tree Program

As the years go by, some of the oldest and most beautiful trees in Fairview Cemetery must be replaced due to age, disease, and weather related causes.

Many families and friends of those buried in this beautiful cemetery wish to give something long lasting in their loved ones' memory. The Memorial Tree Program was designed to meet the citizens' desire to give and the City's need to ensure the selection and placement of proper types of trees for the cemetery environment.



SAMPLE TREES

Some of the trees being considered for inclusion in the Memorial Tree program are listed below. The final cost will include the tree and care while the tree becomes established. Should the tree die within two (2) years, the City will replace it at no cost. A plaque will also be included for the memorial.

Large/Shade Trees:

- Chinquapin Oak
- Monterray Oak
- Cedar Elm
- Lacey Oak
- Pecan
- Sycamore

Spring Flowering:

- Texas or Mexican Redbud
- Texas Mountain Laurel
- Crepe Myrtle
- Chaste Tree
- Mexican Buckeye



Example Only



Communication is Key

Other suggestions for alerting the public to the work being undertaken?



Churches



Social Media



Website



Signage



Other Suggestions?

THE FUTURE

What is our vision?





STAFF REPORT

MEETING DATE: January 18, 2018

AGENDA ITEM: 3B

TITLE:

Discuss Council's Identified Focus Areas and List of Priorities as it relates to the Fairview Cemetery and Fairview Cemetery Advisory Board.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

In 2017, City Directors met in a retreat to formulate a Work Plan to address priorities to be completed during FY2018. Specific goals and deadlines aid staff in working towards success in these areas:

- FR#3: Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability.
- FR#4: Conduct ground-truthing and GPR in the west section of Fairview Cemetery to identify occupied gravesites and open plots.
- UE#1: Create memorial tree program for Fairview Cemetery.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A

RECOMMENDATION:

The perpetual care study and ground-truthing and GPR project were funded as part of the FY2018 budget and are funded in the "Professional Services" category of the Cemetery budget.

ATTACHMENTS:

- January 18, 2018 Joint City of Bastrop City Council and Fairview Cemetery Advisory Board Power Point presentation pages 15 – 36 related to Council's Identified Focus Areas and List of Priorities as it relates to the Fairview Cemetery and Fairview Cemetery Advisory Board.



STAFF REPORT

MEETING DATE: January 18, 2018

AGENDA ITEM: 4A

TITLE:

Consider action to approve minutes from the October 4, 2017 meeting.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

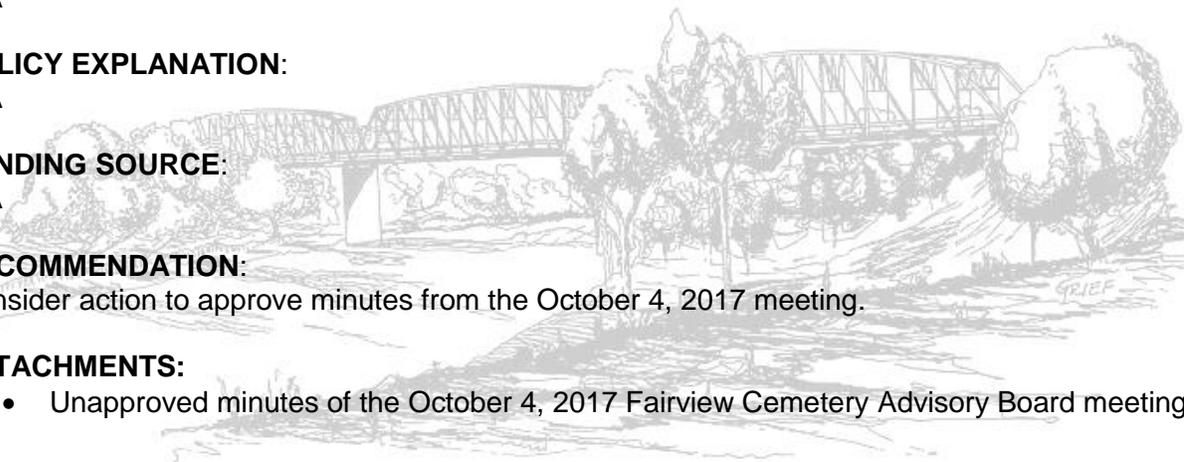
N/A

RECOMMENDATION:

Consider action to approve minutes from the October 4, 2017 meeting.

ATTACHMENTS:

- Unapproved minutes of the October 4, 2017 Fairview Cemetery Advisory Board meeting.



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

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on October 4, 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 and Marvel Wimbley. Terry Sanders, Carl Spooner and Tom Scott 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 July 12, 2017 meeting.

Mary Williams made the motion to approve the minutes from the July 12, 2017 meeting. Seconded by Cheryl Long and carried unanimously.

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

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

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

Ms. Waldron and David Junek discussed the Memorial Tree Program and members of the Board gave input into the types of they preferred.

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

After some discussion related to the January holidays, it was decided that the next regular meeting will be held on January 10, 2018 at 4:00 p.m.

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

No requests were made.

VIII. Adjourn.

At 4:25 PM, the meeting was adjourned.

APPROVED:

ATTESTED:

Terry Sanders, Chair

Mary Williams, Secretary

**CITY OF BASTROP
FAIRVIEW CEMETERY FUND
FINANCIAL STATEMENT AS OF DECEMBER 31, 2017**

REVENUES	CURRENT BUDGET	Y-T-D ACTUAL	BUDGET BALANCE
<u>INTEREST INCOME</u>			
00-00-4400 INTEREST EARNED-OPERATING	\$ 2,000	\$ 625	\$ 1,375
00-00-4401 INTEREST EARNED-PERMANENT	\$ -	\$ -	\$ -
TOTAL INTEREST INCOME	\$ 2,000	\$ 625	\$ 1,375
<u>MISCELLANEOUS</u>			
00-00-4526 CEMETERY DONATIONS	\$ -	\$ -	\$ -
00-00-4559 RECORDING FEES	\$ 1,200	\$ 480	\$ 720
00-00-4560 PERMIT FEES	\$ 2,500	\$ 950	\$ 1,550
00-00-4590 LOT SALES - OPERATING	\$ 84,000	\$ 29,500	\$ 54,500
TOTAL MISCELLANEOUS	\$ 87,700	\$ 30,930	\$ 56,770
<u>TRANSFERS-IN</u>			
00-00-4726 TRANSFER IN-CEM PERM FUND	\$ 1,000	\$ -	\$ 1,000
TOTAL TRANSFERS-IN	\$ 1,000	\$ -	\$ 1,000
** TOTAL REVENUE **	\$ 90,700	\$ 31,555	\$ 59,145
EXPENDITURES			
<u>PERSONNEL COSTS</u>			
00-00-5101 OPERATIONAL SALARIES	\$ 30,439	\$ 6,557	\$ 23,882
00-00-5116 LONGEVITY	\$ 160	\$ 159	\$ 1
00-00-5117 OVERTIME	\$ 500	\$ -	\$ 500
00-00-5150 SOCIAL SECURITY	\$ 2,410	\$ 514	\$ 1,896
00-00-5151 RETIREMENT	\$ 3,690	\$ 791	\$ 2,899
00-00-5155 GROUP INSURANCE	\$ 8,998	\$ 2,182	\$ 6,816
00-00-5156 WORKER'S COMPENSATION	\$ 600	\$ 136	\$ 464
TOTAL PERSONNEL COSTS	\$ 46,797	\$ 10,339	\$ 36,458
<u>SUPPLIES & MATERIALS</u>			
00-00-5201 SUPPLIES	\$ 5,100	\$ 397	\$ 4,703
00-00-5228 SMALL TOOLS	\$ 1,100	\$ 67	\$ 1,033
00-00-5240 FUEL & LUBE	\$ 2,500	\$ 254	\$ 2,246
TOTAL SUPPLIES & MATERIALS	\$ 8,700	\$ 719	\$ 7,981
<u>MAINTENANCE & REPAIRS</u>			
00-00-5320 EQUIPMENT/SOFTWARE MAINT	\$ 900	\$ -	\$ 900
00-00-5346 GROUNDS MAINTENANCE	\$ 4,100	\$ 936	\$ 3,164
00-00-5348 ROAD MAINTENANCE	\$ 10,000	\$ -	\$ 10,000
TOTAL MAINTENANCE & REPAIRS	\$ 15,000	\$ 936	\$ 14,064
<u>OCCUPANCY</u>			
00-00-5401 COMMUNICATIONS	\$ 780	\$ 111	\$ 669
00-00-5403 UTILITIES	\$ 2,100	\$ 603	\$ 1,497
TOTAL OCCUPANCY	\$ 2,880	\$ 714	\$ 2,166
<u>CONTRACTUAL SERVICES</u>			
00-00-5505 PROFESSIONAL SERVICES	\$ 32,000	\$ 1,700	\$ 30,300
00-00-5507 CREDIT CARD PROCESSING FEES	\$ 400	\$ 123	\$ 277
00-00-5513 RECORDING FEES	\$ 800	\$ 345	\$ 455
00-00-5515 UNIFORMS	\$ 960	\$ 263	\$ 697
00-00-5525 LEGAL SERVICES	\$ 300	\$ -	\$ 300
00-00-5540 PROPERTY INSURANCE	\$ 340	\$ 54	\$ 286
00-00-5560 ADMIN SUPPORT	\$ 12,000	\$ 3,000	\$ 9,000
TOTAL CONTRACTUAL SERVICES	\$ 46,800	\$ 5,485	\$ 41,315
<u>OTHER CHARGES</u>			
00-00-5652 PURCHASE OF PLOT	\$ 1,000	\$ -	\$ 1,000
00-00-5655 EQUIPMENT RENTAL	\$ -	\$ 180	\$ (180)
TOTAL OTHER CHARGES	\$ 1,000	\$ 180	\$ 820
<u>CAPITAL OUTLAY</u>			
00-00-6013 EQUIPMENT	\$ 10,000	\$ 7,480	\$ 2,520
00-00-6060 REAL PROPERTY	\$ -	\$ 3,400	\$ (3,400)
TOTAL CAPITAL OUTLAY	\$ 10,000	\$ 10,880	\$ (880)
*** TOTAL EXPENSES ***	\$ 131,177	\$ 29,253	\$ 101,924



STAFF REPORT

MEETING DATE: January 18, 2018

AGENDA ITEM: 4B

TITLE:

Hear presentation of the Financial Report for the period ending December 31, 2017.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

Quarterly, the Board Liaison will provide the Fairview Cemetery Advisory Board with a financial report overview for the Cemetery fund for the preceding quarter.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

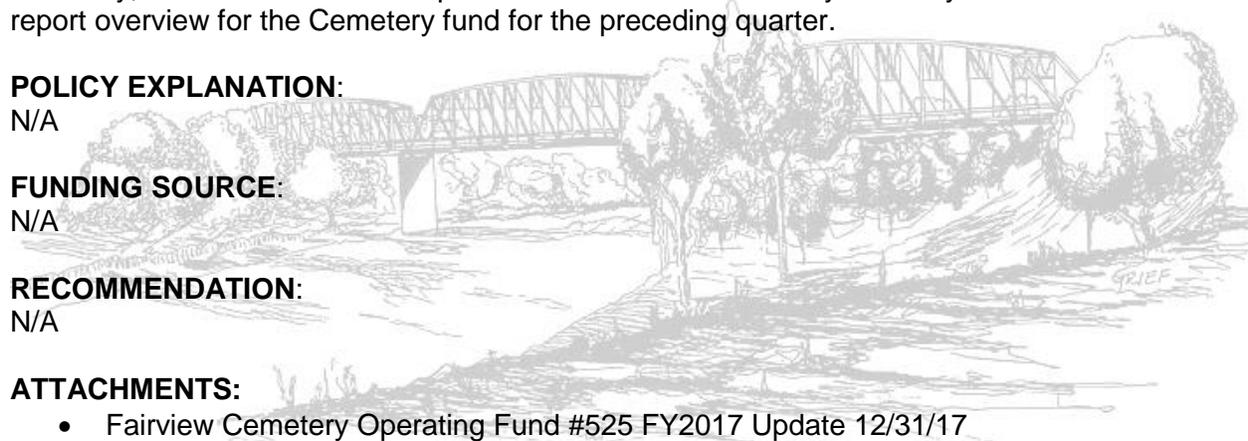
N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

- Fairview Cemetery Operating Fund #525 FY2017 Update 12/31/17



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Traditional day
of Fairview
Cemetery Adv.
Bd. meeting.

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