

**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD
MEETING
October 6, 2021**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on October 6, 2021 at 5:00 p.m., in the Council Chambers of City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were, Bryan Whitten, Robbie Sanders, Mary Williams, Cheryl Long, and Carol Kysar. M City Staff in attendance were Chief Financial Officer Tracy Waldron, Assistant City Manager of Development, Trey Job and Public Works Director Curtis Hancock. Bill Peterson was absent.

1. CALL TO ORDER

Board Member Sanders called the meeting to order at 5:02 p.m. with a quorum being present.

2. PUBLIC COMMENTS

None

3. PRESENTATION

3A. Hear presentation of unaudited Financial Report for the period ending August 31, 2021.

Ms. Waldron reviewed the August 31, 2021, financial statements.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Consider action to approve minutes from the July 14, 2021, meeting.

A motion was made by Board Member Whitten to approve the meeting minutes for the July 14, 2021, meeting, seconded by Board Member Long.

Board Members requested that draft minutes be emailed along with the Agenda for purpose of review.

4B. Discussion, consideration and possible action on adding a fee to the master fee schedule for contracting directly with contractors for opening and closing services.

Ms. Waldron advised that this topic arose during a conversation with the City of Taylor. Taylor has contracted directly with a cemetery contractor for opening and closing of graves. She summarized the procedures Taylor uses for this process.

A motion was made by Board Member Williams to recommend staff continue to gather information on facilitation cemetery operations instead of funeral home. Seconded by Board Member Kysar.

4C. Discussion, consideration, and possible action to confirm dates and times for next Cemetery Board Meeting(s).

There was discussion about getting research on columbariums to the Staff Liaison in early December to prepare for a January meeting. Goal is to send information to the Staff Liaison by December 10th.

It was decided to hold the next meeting on Wednesday, January 12, 2022, at 5:00 p.m.

5. UPDATES

5A. Update regarding maintenance of broken headstones

Ms. Sanders shared a handout that detailed repairs that have been made to broken historical headstones.

She also clarified that the Historical Society does have Liability Insurance coverage, which was not reflected in previous minutes.

5B. Update on Columbarium option for Section 9.

Ms. Waldron advised that City staff researched columbarium options and shared a copy of a brochure to give examples. She discussed the options for both columbariums and ossuaries for interment of cremains.

Ms. Waldron is meeting with a landscape architect next week to begin an idea of what would be involved in beginning the process of developing a columbarium space.

There was discussion about different options for designs of a columbarium spaces as well as the pros and cons of installing a columbarium.

Board Members will also conduct research into different columbarium designs and types to bring back to the next meeting.

5C. Update on general maintenance in the cemetery.

Mr. Hancock provided an estimate on patching, chip seal, or reconstruction of streets in the cemetery. There was discussion about the general conditions of the cemetery streets as well as the pros and cons of performing partial repairs in stages. Any work is proposed to be completed in Summer 2022.

There was discussion about possibly requesting a loan from City Council to perform these repairs.

An item will be added to the next meeting's Agenda to include a budget amendment to add street maintenance.

There was discussion about erosion in the cemetery. Mr. Hancock explained that silt fencing is currently in place, but work cannot begin until Spring.

There was discussion about how to address headstones that have been buried by soil washing out with rain.

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

There was discussion about the Council Liaison and attendance.

6. ADJOURNMENT

Board Member Whitten motioned to adjourn the meeting and Board Member Long seconded. The meeting was adjourned with no further business.

APPROVED:

ATTESTED:



Robbie Sanders, Chairperson



Mary Williams, Secretary