

Notice of Regular Meeting
City of Bastrop Cemetery Advisory Board
July 29, 2015 4:00 p.m.

The Cemetery Advisory Board met in a regularly scheduled meeting on July 29, 2015 at 4:00p.m., in the Council Chambers of the City Hall at 1311 Chestnut Street, Bastrop, Texas. Cemetery Board members present were Carl Spooner, Ted Schaefer, Mary Williams and Jerry Woehl. City Staff in attendance was Tracy Waldron, Zana Jones and Jason Alfaro.

I. Call to Order.

Board Vice Chair Carl Spooner called the meeting to order at 4:02 p.m.

II. Announcements.

No announcements.

III. Public Comments.

No public comments.

IV. Approval of minutes from the Special Cemetery Workshop meeting held on April 29, 2015.

Jerry Woehl made a motion to approve the minutes as written. Motion was seconded by Mary Williams and carried unanimously.

V. Consideration, discussion and approval of City of Bastrop Ordinance No. 2015-XX amending City of Bastrop Ordinance No. 2014-07.

Tracy Waldron explained the Ordinance and discussed the fees that will be established. She asked for the Boards consideration on lowering the permit fee from \$50.00 to \$25.00 and make it applicable to all permits issued. Discussion was held. Carl Spooner made a motion to establish a permitting fee of \$25.00 for issuance of a permit for any work to be performed in the Cemetery requiring a permit be issued. Seconded by Mary Williams and carried unanimously. Mary Williams made a motion to accept the Ordinance with amendments as written with the exception of a change of the permit fee to \$25.00. Motion was seconded by Jerry Woehl and carried unanimously.

VI. Consideration, discussion and approval of proposed budget for Fiscal Year 2016.

Tracy Waldron presented the Cemetery Operating Budget as proposed for FY16. Ms. Waldron brought to the Board's attention that \$80,000 was budgeted for road maintenance which she felt was a necessity as opposed to purchasing real property. Discussion was held on the budgeted items. Carl Spooner made a motion to accept the Fiscal Year 2016. Motion was seconded by Ted Schaefer and carried unanimously.

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

Jason Alfaro reported that the Parks Department had partnered with the Texas Workforce Commission and hired a seasonal worker who has been assisting with mowing and other landscaping duties in the Cemetery and for the past couple of months with employment ending July 31, 2015.

Tracy Waldron reported that she had been contacted by a citizen regarding the water being turned off at the Cemetery. She shared with the Board that water has been off for some time due to a leak that was unable to be located due to the rain that was received in early spring. Ms. Waldron added that the water has been turned back on and the Water/Waste Water Department will repair the leak as soon as it is located. She also shared with the Board that the water is on a timer to try and prevent misuse.

Mary Williams asked if it is possible to get survey stakes in the African American sections (west sections) of the Cemetery. Zana Jones explained that discussions have been held with Wesley Brandon, the City's Engineer, to survey and plot out those sections; however, due to the many projects that he is handling, this is not of high priority. Tracy Waldron added that getting those areas plotted out is a goal that staff hopes to accomplish in the future. Ms. Williams also spoke on burials in the west sections that are not documented in the Cemetery records. Ms. Jones explained that the last burial survey was completed approximately in the 1980's, and burials that occurred after that time prior to the City taking over the Cemetery were not always documented and when doing markings, etc., staff makes an effort to try and identify burials that are not on record.

Zana Jones announced that David Rosas will be on vacation starting on August 28, 2015 through September 14, 2015.

Ted Schaefer asked if road repairs are in the plans. Zana Jones responded that has been budgeted for Fiscal Year 2016, so it will be after October 1, 2015 before any repairs will be done.

- VIII. Discussion, consideration and possible action on setting the date and time for the next Cemetery Advisory Board meeting(s.)

Tracy Waldron set the next meeting for October 21, 2015 at 4:00 p.m.

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

There were no issues reported.

- X. Adjourn.

Carl Spooner made a motion to adjourn the meeting at 4:39 p.m. Motion was seconded by Ted Schaefer and carried unanimously.

APPROVED:

ATTESTED:

Carl Spooner, Vice - Chair

Mary Williams, Secretary