

City of Bastrop Cemetery Advisory Board
Minutes of Special Workshop Meeting
April 29, 2015 4:00 p.m.

The Cemetery Advisory Board met in a Special Workshop Meeting on April 29, 2015 at 4:00p.m., in the Council Executive Room in City Hall at 1311 Chestnut Street, Bastrop, Texas. Cemetery Board members present were Cheryl Long, Ted Schaefer, Carl Spooner, Mary Williams and Jerry Woehl. Staff in attendance was Karla Stovall, Tracy Waldron, Zana Jones, Trey Job and Wesley Brandon.

I. Call to Order.

Karla Stovall called the meeting to order at 4:00 p.m. A quorum was present.

Ms. Stovall announced to the Board that she has resigned her position as Chief Financial Officer with the City and has accepted the position at the Town of Little Elm in north Texas. Board members congratulated her and wished her well in her new position.

II. WORKSHOP SESSION – The Cemetery Advisory Board will convene into a Workshop Session to discuss:

Karla Stovall adjourned the Special Meeting and convened into Special Workshop session at 4:05 p.m. to discuss potential property acquisition and plot rate increases to assist with development of the Fiscal Year 2015 – 2016 Budget. Ms. Stovall reported that there are 510 plots available for purchase as of April 30, 2015; also, the number of lot sales this year is 14 which is down in comparison to 54 last year.

Ms. Stovall introduced Wesley Brandon, City Engineer, and told the Board that she had asked Mr. Brandon to look at the undeveloped Block 9 to determine the number of plots that will be available for sale in the future. Ms. Stovall then presented the Board with the maps that Mr. Brandon produced showing two different scenarios for the future development of Block 9; Option 1 providing for approximately 915 plots and Option 2 approximately 930 plots. Carl Spooner asked if there are plans to develop Block 9. Ms. Stovall explained that she felt that having Block 9 platted on a map showing the number of plots that will be available was important in the discussion of future land purchases. Ms. Stovall also added that another option for adding additional burial spaces would be to also have a columbarium for cremated remains in Block 9. Jerry Woehl responded that building a columbarium in the lot next to the house along Highway 95 was discussed in the past. Ms. Stovall reported that with the number of current plots, including Block 9, there is approximately 17 years of plot availability if sales continue at the current rate. Brief discussion was held on possible property purchases. Mr. Spooner asked if purchasing property on the west side of Highway 95 is allowable. Ms. Stovall will research as to whether properties divided by a highway is allowable and get a legal opinion on what is considered “adjoining” properties. Ms. Stovall asked the Board if they felt it would be advantageous to have the Cemetery surveyed. Discussion was held and it was decided that it would be a good idea to have a survey done in order to know where the actual property lines are located along the backside of the property. Mr. Woehl shared that according to the LCRA survey, the 1.58 acres property located along the south side actually belongs to the Cemetery. Ms. Stovall will research the ownership of the property identified as R71075.

Karla Stovall directed the Board to the spreadsheet and correspondence that was provided in their packets showing the rates charged for services provided by cemeteries in Smithville, Taylor, Lockhart and Austin. Jerry Woehl told the Board members that he feels if they desire to increase the rates, to proceed with doing so. Cheryl Long suggested advertising the reasonableness of purchasing plots in the Cemetery to increase sales. Ms. Stovall told the Board that to continue the level of service and care revenues will need to increase. Ms. Stovall added that another consideration would be adding permitting fees as a lot of staff time is spent marking for internments and setting of headstones. Cheryl Long suggested advertising the reasonable cost of purchasing a cemetery plot as a means of increasing revenue. Carl Spooner asked Ms. Stovall what amount she was considering for permit fees and she responded \$50.00 per permit. Ms. Stovall added that she feels the fees

will add revenue without discouraging sales; whereas increasing plot costs will impact sales for the first year or so. Ms. Stovall mentioned that some cemeteries have established resident and non-resident rates as is shown in the correspondence provided in their packets. Discussion was held. Karla Stovall said that the goal at the next regularly scheduled Board meeting will be an agenda item to approve new rates for the next fiscal year which will require a fee change to the Cemetery ordinance as follows:

Resident of the City of Bastrop	\$1,000	
Non-resident of the City of Bastrop	\$1,500	
Permit fee (for internments, setting headstones, installing curbing)		\$50 per permit

Cheryl Long asked when the new fees would be effective and Ms. Stovall responded October 1st. Ms. Long also asked who places flags on the gravesites for Memorial Day; Carl Spooner responded the Boy Scouts.

- III. The Cemetery Advisory Board will adjourn Workshop Session and reconvene into Special Session to take any necessary action(s).

Karla Stovall adjourned the Workshop Session at 4:45 p.m. and reconvened into the Special Session.

- IV. Adjourn

Karla Stovall adjourned the Special Meeting at 4:45 p.m.

APPROVED:

ATTESTED:

Terry Sanders, Chair

Mary Williams, Secretary