

**City of Bastrop**  
**Cemetery Advisory Board Meeting**  
**March 26, 2014 4:00 p.m.**  
**City Hall Council Chambers**  
**1311 Chestnut Street**  
**Bastrop, Texas 78602**

The Cemetery Advisory Board met in a regularly scheduled meeting on March 26, 2014 at 4:00p.m., in the Council Chambers of the City Hall at 1311 Chestnut Street, Bastrop, Texas. Cemetery Board members present were Terry Sanders, Carl Spooner, Ted Schaefer, Mary Williams and Jerry Woehl. Staff in attendance was Karla Stovall, Tracy Waldron, Zana Jones and Kevin Wilson.

I. Call to Order

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

II. Announcements

a. Carl Spooner announced that there will be a Memorial Day program and inquired as to whether the City should be notified of such events in the Cemetery. Karla Stovall advised that the City Secretary handles special events and that office should be notified of such events to ensure procedures are followed. Brief discussion was held on the process of special events. Ms. Stovall will continue to determine if an event should be presented to the Board for review.

b. Discussion was held regarding landscaping around the Gazebo in preparation for the Memorial Day program.

c. Discussion was also held on the Texas Geocaching event that was held March 21 and 22, 2014.

d. Carl Spooner also shared with the Board that he has observed suspicious activities in the Cemetery. He has spoken with City Manager Mike Talbot regarding the situation. He wanted to express to everyone to be careful when at the Cemetery.

III. Public Comments. [Note: By law, 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 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 February 26, 2014 meeting minutes.

Carl Spooner made a motion to approve the minutes. Motion was seconded by Jerry Woehl and carried unanimously.

V. Consideration and discussion on Cemetery Advisory Board member terms and vacant seat.

Karla Stovall told the Board that the places held by Ted Schaefer and Mary Williams will be ending on May 31, 2014. Ms. Stovall also explained that if Mr. Schaefer and Ms. Williams would like to be considered for reappointment, they should submit their request to the Mayor through the City Secretary's office. Ms. Stovall also reminded the Board that there is still a vacancy and encouraged the Board to share this with anyone that they feel may be interested in serving on the Board. Brief discussion was held on the term lengths of Board places.

VI. Consideration, discussion and/or approval of the draft Ordinance for the Memorial Section.

Karla Stovall reported that she took the Board's suggested changes to the ordinance to the City's Attorney, J.C. Brown, for review. Discussion was held on the following changes that were made based on those suggestions:

- a. Addition of the statement, "unless otherwise approved by the City Manager" to Item d.1. *Criteria/Qualification for Inclusion in the Memorial Section;*
- b. Addition of the statement, "unless otherwise approved by the City Manager" to Item e. *Memorial Lot*
- c. Addition of the statement, "unless otherwise approved by the City Manager" and Item f. *Headstone.*
- d. Addition of Item j., the "grandfather" clause for the existing headstones.
- e. Addition of "except for Flags smaller than twelve (12) inches are permitted. Flags will be removed by the City if they become weathered, unsightly, or pose maintenance problems." in Item e. *Memorial Lot.*

Ms. Stovall reported that in regards to adding Good Moral Character as criteria for inclusion, Ms. Brown felt that it would be difficult to enforce if it were ever contested and that it would be difficult to define good moral character as times and cultures change. Ms. Brown also said that by denying someone based on that criterion, the City could be considered liable for defamation. Ms. Brown advised to keep the criteria/qualifications open to the process. Ms. Brown didn't see it necessary to include who is responsible for placing headstones in the Memorial Section as it is implied "herein" in the Ordinance.

Mary Williams made a motion to accept the draft Ordinance for the Memorial Section as written, seconded by Ted Schaefer and carried unanimously.

Terry Sanders presented a question as to height limitations of monuments throughout the Cemetery in comparison to the Memorial Section, specifically for the placement of an obelisk. Mr. Sanders also asked if there are any provisions to petition for exceptions to the ordinance. Discussion was held regarding the allowable heights of monuments and the size of the spaces for installing a base for an obelisk. Karla Stovall stated that the Ordinance permits a height of four feet or less and requires City Manager approval for heights exceeding the limit and that requests for installing monuments that exceed the limits should be submitted to her in writing so that she may present them to the City Manager. Ms. Stovall also added that she feels the City Manager would want the Board's input on any requests for variances to the Ordinance.

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

Discussion was held regarding the installation of security cameras in the Cemetery. Ms. Stovall reported that she had spoken with the City's IT Director Andres Rosales to get his ideas on this subject. Carl Spooner suggested the use of "game" cameras. Ms. Stovall agreed that is an option and stated that she will continue conversations with the IT Director and the Chief of Police for other options.

Kevin Wilson, Field Superintendent reported that staff in Public Works will be putting down matting and Bermuda grass seeding on the hillside in the Historical section to try and control erosion. Mr. Wilson also reported that a treatment will be applied to the bamboo once the matting is down.

- VIII. Consideration, discussion and possible action on setting the dates and times for next Cemetery Advisory Board meeting(s).

Karla Stovall tentatively set the next meeting for May 28, 2014 at 4:00p.m.

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

The Board had no items for inclusion on the next meeting agenda. Karla Stovall will include the Fiscal Year 2015 draft budget on the next agenda.

- X. Adjourn.

Ted Schaefer made a motion to adjourn the meeting at 4:45p.m., seconded by Mary Williams and carried unanimously.

APPROVED:

ATTESTED:

---

Terry Sanders, Chair

---

Mary Williams, Secretary