

City of Bastrop
Cemetery Advisory Board Meeting
February 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 February 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, Trey Job and David Rosas.

I. Call to Order

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

II. Announcements

There were no announcements.

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 August 15, 2013 meeting minutes.

Ted Schaefer made a motion to approve the minutes. Motion was seconded by Mary Williams and carried unanimously.

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

Karla Stovall presented the draft Ordinance for the Memorial Section which she explained is a compilation of ideas from the Memorial Section Subcommittee member's Terry Sanders, Ted Schaefer and Tom Scott as well as information gathered from the Cemetery Board and other resources. She reminded the Board that due to the existing two memorials already in place, there are actually only 56 spaces available. Discussion was held on the following sections of the draft Ordinance:

d.2 *Criteria/Qualitification for Inclusion in the Memorial Section.*

Terry Sanders indicated that in the event someone wants to obtain a Memorial Lot to honor an individual that is not a relative and has verification that of the burial in the Cemetery, include that such situations be "approved by the Cemetery Advisory Board or City Manager". Carl Spooner suggested that these types of requests be brought to the Board for consideration to allow a Memorial Lot. Karla Stovall proposed "unless otherwise approved by the City Manager". Jerry Woehl recommended that a "Grandfather" clause be added for the two memorials that are already in place to which Ms. Stovall

responded that it will be added. Mr. Woehl also indicated that he feels something should be added requiring the person being memorialized be of “good moral character” and that there should be some kind of limitations for interment. Ms. Stovall offered Mr. Woehl’s suggestion to the Board for discussion after which she added that since this is a public cemetery there may be difficulties in adding this as criteria, but she will present it to the City’s attorney for review.

e. *Memorial Lot*

Terry Sanders asked if this section needs to address who is responsible for installing the headstones. Karla Stovall responded that she will review the current Cemetery Ordinance to see how it is addressed. Ms. Stovall advised that she will add that the placement of flags is allowed in the Memorial Section during holidays.

i. *Receipt of Ordinance*

Carl Spooner inquired as to the penalty for violating the ordinance. Karla Stovall explained that the rules and regulations for this ordinance are written to site back to the Cemetery Ordinance. She explained that currently if someone is violation of the ordinance, a letter is sent to notify them of such and instructing them of the actions required to be in compliance. Mr. Spooner added that by having someone on duty in the Cemetery will help to keep violations from occurring.

Karla Stovall asked the Board to review the draft Ordinance and let her know if there is anything that they feel needs to be added. She will present any changes made at the next Board meeting.

VI. Informational update to Board, by Staff, on matters related to the Fairview Cemetery operations and introduction of Cemetery Groundskeeper.

Cemetery Groundskeeper David Rosas was introduced to the Board. Carl Spooner voiced his concern with the Cemetery being open when there is no one there and the opportunity for theft during that time. Terry Sanders suggested that possibly having only one entrance into the Cemetery open with a security camera at that entrance. He also suggested possibly putting in “security” signs indicating that it is under surveillance. Ted Schaefer shared his concern that closing off the entrances could result in damage to the gates when people are trying to exit and have to turn around. Trey Job stated that there are cameras installed at all City Parks. Karla Stovall indicated that she will research the cost of security cameras for next year’s budget and she will also consult with the Police Department and IT Director Andres Rosales for possible solutions to provide protection. Mr. Spooner also had concerns with the contractors doing the openings for funeral services driving heavy equipment across gravesites and the proximity they are parking to the site during the service. David Rosas stated that he has been addressing the issue of driving over the gravesites with the contractors. He will also instruct the contractors to park further away from the burial site during services. Ms. Stovall shared with the Board that David was briefed on the procedures. Jerry Woehl asked what the plans were to prevent further erosion of the hill. Trey Job explained that the hill would be rematted and seeded with coconut grass. Mr. Spooner asked if the Veterans should submit a request for the Memorial Day program. Ms. Stovall advised that a request should be submitted to City Secretary Elizabeth Lopez who handles special events.

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

Karla Stovall set the next meeting for March 19, 2014 at 4:00p.m.

VIII. 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.

IX. Adjourn.

Carl Spooner made a motion to adjourn the meeting at 4:55p.m., seconded by Ted Schaefer and carried unanimously.

APPROVED:

ATTESTED:

Terry Sanders, Chair

Mary Williams, Secretary