

**City of Bastrop**  
**Cemetery Advisory Board Meeting**  
**June 16, 2011 4:00 p.m.**  
**City Hall Council Chambers**  
**1311 Chestnut Street**  
**Bastrop, Texas 78602**

- I. Call to Order.

Chairperson, Terry Sanders, called the meeting to order at 4:00 p.m. Board members attending the meeting were Terry Sanders, Jerry Woehl, Carl Spooner, Joel Reed, Ted Schaefer, and Mary Williams. Staff members attending the meeting were Karla Stovall and Tracy Board.
- II. Discussion and possible action of the Cemetery Advisory Board's April 28, 2011 minutes.

Ted Schaefer moved to approve the April 28, 2011 minutes as written, seconded by Carl Spooner and carried unanimously.
- III. Discussion and possible action on the Cemetery Grounds Care and Maintenance Agreement.

Discussion was held regarding extending Forrest Chalmers contract for another twelve months. Mr. Chalmers submitted a quote of \$2,773.00 per mowing for the time period of October 1, 2011 through September 30, 2012. This is an increase of \$348.00 per mowing from the current contract. The new quote included mowing approximately three additional acres and the increase in fuel costs and labor. The new quote is still lower than the quote received from another business in 2008. It was discussed on how nice the cemetery looks now. Jerry Woehl moved to accept Forrest Chalmers quote for the Fiscal Year 2011-2012, seconded by Carl Spooner and carried unanimously.
- IV. Discussion and possible action on a request from individuals who would like to pay for additional water facet(s) to be placed closer to their gravesite so it is easier to run a water hose to.

Discussion was held regarding having individuals pay for additional water facets. It was decided to table this item until Jim Rebeck, Public Works Director, could get a site plan including the number of feet and cost of extending water lines.
- V. Discussion and possible action on Funeral Homes wanting to hand out bottle water, fans and flowers to family members that come to visit loved ones during different holidays, i.e. Mother's Day, Father's Day, etc.

Discussion was held regarding funeral homes handing out items at the cemetery on holidays. It was decided to table this item until the city could get a ruling from the attorney on how to handle this.
- VI. Discussion and possible action on proposed cemetery budget for fiscal year 2011-2012.

Discussion was held regarding the fiscal year 2011-2012 budget. Ted Schaefer moved to recommend the proposed budget listed as Exhibit A to the City Council for approval, seconded by Mary Williams and carried unanimously.
- VII. Public Comment. [ Note: By law, the Board cannot include 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.
- VIII. Discussion and possible action on setting dates and times for next Cemetery Advisory Board meeting(s).

It was decided to have the next meeting in September 2011 unless something arises that needs attention sooner.

IX. Discussion and possible action to determine if there are any items a Board Member would like to place on an upcoming Agenda.

At this time there were no other items to be placed on the next agenda.

X. Adjourn.

Mary Williams moved to adjourn the meeting at 4:30 p.m., seconded by Ted Schaefer and carried unanimously.

APPROVED:

ATTESTED:

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Terry Sanders, Chairperson

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Mary Williams, Secretary