

**City of Bastrop**  
**Cemetery Advisory Board Meeting**  
**April 28, 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, Joel Reed, Ted Schaefer, Carl Spooner, and Mary Williams. Jerry Woehl was unable to attend. Staff members attending the meeting were Jim Rebeck, Karla Stovall, and Tracy Board.
- II. Discussion and possible action of the Cemetery Advisory Board's August 5, 2010 minutes.

Ted Schaefer moved to approve the August 5, 2010 minutes as written, seconded by Carl Spooner and carried unanimously.
- III. Discussion on cemetery issues that were approved in the FY 2011 Budget.

Discussion was held regarding progress on projects that were approved in fiscal year 2009-2010 budget.

  - A. Part-time employee has been hired and has been updating the maps to show who is interred. Blocks 1 through 8 and the majority of the old section has been completed.
  - B. Water lines and spigots for Block 7 and 8 will be put in during May 2011.
  - C. The two white gazebos have been painted.
  - D. Seasonal help is on target to hire for nine weeks from June to August.
  - E. Clearing of the North Hill and by roadway is in progress.
  - F. Clearing of Block 9 has begun. Carl Spooner requested when this block is cleared that we consider having a gate and roadway entry at the southeast corner.
- IV. Discussion and possible action on the Cemetery Grounds Care and Maintenance Agreement.

Discussion was held regarding maintaining Forrest Chalmers as the contractor on the grounds maintenance for another twelve months as specified in the current agreement. Carl Spooner move to approve offering Forrest Chalmers the opportunity to give the city a quote and if reasonable to extend his Cemetery Ground Care and Maintenance Agreement for another twelve months, running from October 1, 2011 through September 30, 2012, seconded by Ted Schaefer and carried unanimously.
- V. Discussion and possible action on proposed cemetery budget for fiscal year 2011-2012.
  - A. Stabilizing North Hill from Erosion
  - B. Road and Drainage/Gutter Repair
  - C. Cleaning Old Headstones
  - D. General Items

Discussion was held regarding items that need to be considered in fiscal year 2011-2012 budget. Items that were discussed: 1) Stabilization of the north hill to prevent erosion – dry stacking stone

about five layers high, for about 100 – 200 feet; 2) repair of the road and gutter/drainage at several intersection; 3) refurbish the pump for the well at Orchid and Indian Paintbrush; 4) continue to keep the vines from the north chain link fence, 5) establishing a columbarium for cremations.

Ted Schaefer moved to approve repairing the intersection at Fairview Drive and Orchid this fiscal year (FY 2011), seconded by Carl Spooner and carried unanimously.

- VI. 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.

- VII. 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 June 2011.

- VIII. 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.

- IX. Adjourn.

At 5:00 p.m. is was moved and approved to adjourn the meeting.

APPROVED:

ATTESTED:

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Terry Sanders, Chairperson

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Mary Williams, Secretary