

**City of Bastrop**  
**Cemetery Advisory Board Meeting Minutes**  
**January 20, 2016 4:00 p.m.**

The Cemetery Board met in a regularly scheduled meeting on January 20, 2016 at 4:00 p.m., in the Council Chambers of the City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Terry Sanders, Carl Spooner, Ted Schaefer and Jerry Woehl. City Staff in attendance was Mike Talbot, Tracy Waldron, Zana Jones, Trey Job and Jason Alfaro.

I. Call to Order

Board Chair Terry Sanders called the meeting to order at 4:05 p.m.

II. Announcements

There were no announcements.

III. Public Comments.

There were no public comments.

IV. Consideration, discussion and/or approval of the Cemetery Advisory Board's October 21, 2015 meeting minutes.

Ted Schaefer made a motion to approve the minutes as written, seconded by Carl Spooner. Motion carried unanimously.

V. Presentation to Board by Friends of Fairview Cemetery regarding plans to restore historical headstones.

Terry Sanders, board member of the Friends of Fairview Cemetery, explained that he had a conversation with Mayor Ken Kesselus regarding using Hotel Motel (HOT) funds to repair headstones in the cemetery. The mayor recommended that he form a separate organization to take on this task of which he did. The organization was awarded \$1,500 in HOT funds for the project. The organization plans to restore the headstones of Thomas Hodges, Panfilo Frayre, and an 1850 headstone written in German. Tracy Waldron asked how they were planning on restoring these headstones. Mr. Sanders responded that they would have someone in the business of repairing headstones do the work. Mr. Sanders excused himself from the meeting.

Ms. Waldron told the Board that the project will be presented to the City Attorney for her opinion as to the legality of the organization repairing these stones. Mike Talbot stressed the importance of ensuring that the repairs are done by someone who is qualified. Mr. Talbot added that once the legal review is complete, Mr. Sanders should let the Board know when the work will be done. The Board had no concerns with the project. Mr. Sanders reentered the meeting.

VI. Presentation to Board by staff on financials for period ending December 31, 2015.

Tracy Waldron presented the financials for the first quarter of Fiscal Year 2016. She explained that the increase in miscellaneous revenue as compared to the same time the previous year was due to the sale of lots to persons outside of the City at the higher rate and the permitting fees. She also explained that will also be doing a budget transfer to cover with contingency the cost of buying back a plot and a settlement fee as the resolve of the plot inadvertently being double sold twice.

## VII. Informational update on potential purchase of real property.

City Manager Mike Talbot told the Board that he has made an offer on the house located along Highway 95 in front of the Cemetery. Tracy Waldron told the Board that if the offer is accepted, the budget will need to be amended which she will present to the Board for their approval, as the purchase of the property was not included in the current fiscal year budget.

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

Trey Job presented two cost estimates for repairing several roads in the Cemetery as follows:

Project 1: Aster and Honeysuckle estimated at \$40,000

Build up Aster; repairs and drainage work to Honeysuckle; tie these roads together and apply asphalt overlay to both

Project 2: Golden Rod, Orchid Violet and Indian Paintbrush estimated at \$27,508.50

Apply asphalt overlay to all

Mr. Job suggested that a survey be done of the south side of the Cemetery to establish boundaries before moving forward with opening up the entrance from Farm Street. He feels the cost for putting in a road in this area will be minimal. Carl Spooner reported a concern that the entrance along Farm Street is currently blocked by a car belonging to the adjacent property owner. Jerry Woehl made a motion to accept the maintenance projects for road repairs presented by Mr. Job. Motion was seconded by Ted Schaefer and passed unanimously.

Jason Alfaro told the Board that the Parks Department still has plans to remove approximately 12 more trees.

## IX. Discussion, consideration and possible action on setting the dates and times for next Cemetery Advisory Board meeting(s).

Terry Sanders set the next meeting for January 20, 2016 at 4:00 p.m.

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

There were no issues for inclusion.

## XI. Adjourn.

Carl Spooner made a motion to adjourn the meeting at 4:40 p.m., seconded by Ted Schaefer. Motion carried unanimously.