

Bastrop Fairview Cemetery Advisory Board

Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



July 30, 2025

Agenda - Fairview Cemetery Advisory Board at 5:30 PM

Bastrop Fairview Cemetery Advisory Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.

3. PRESENTATIONS

3A. Presentation of the unaudited Financial Report for the period ending June 30, 2025.

Submitted by; Judy Sandroussi, Director of Finance

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Consider action to approve minutes from the Cemetery Advisory Board meeting of May 7, 2025.

Submitted by Judy Sandroussi; Finance Director

4B. Consider action to approve minutes from the Cemetery Advisory Board meeting of May 21, 2025.

Submitted by; Judy Sandroussi, Finance Director

4C. Review, discussion, and possible action regarding the signage at each of the three entry gates.

Submitted by Judy Sandroussi, Finance Director

4D. Review, discussion, and possible action regarding the signage at each of the three entry gates.

Submitted by Judy Sandroussi, Finance Director

5. REPORTS

5A. Receive update on general maintenance in the Cemetery.

5B. Receive update on Block 9 construction.

5C. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.

6. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: __ July 25, 2025 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

\s\Judy Sandroussi
Judy Sandroussi, Finance Director



STAFF REPORT

MEETING DATE: July 30, 2025

TITLE:

Presentation of the unaudited Financial Report for the period ending June 30, 2025.

AGENDA ITEM SUBMITTED BY:

Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

The number of plots sold YTD as of 59

Resident	33
Non-Resident	26

ATTACHMENTS:

- Fairview Cemetery Operating Fund FY2025 unaudited Financial Report through June 30, 2025.



City of Bastrop Texas
Fairview Cemetery
Monthly Financials as of June 30, 2025 (Unaudited)

CEMETERY OPERATING FUND				
	APPROVED BUDGET	JUNE 30 YTD ACTUAL	BUDGET BALANCE	% OF BUDGET USED
	2024-2025	2024-2025	2024-2025	2024-2025
BEGINNING FUND BALANCE	\$87,725	\$87,725		
REVENUES:				
Lot Sales	75,000	84,250	-9,250	112%
Recording Fees	1,200	960	240	80%
Permit Fees	2,500	555	1,945	22%
Interest	3,500	-2,066	5,566	-59%
Other	83,600	61,700	21,900	74%
Transfer In - General Fund	650,000	262,979	387,021	40%
TOTAL REVENUE	815,800	408,378	407,422	50%
TOTAL AVAILABLE RESOURCES	\$903,525	\$496,103		
EXPENDITURES:				
Personnel Costs	70,287	62,935	7,352	90%
Supplies & Materials	7,750	601	7,149	8%
Maintenance & Repairs	8,500	6,401	2,099	75%
Occupancy	2,600	2,837	-237	109%
Contractual Services	72,550	59,865	12,685	83%
Other Charges	880	659	221	75%
Contingency	3,000	0	3,000	0%
Capital Outlay	650,000	356,531	293,469	55%
TOTAL OPERATING EXPENDITURES	815,567	489,830	325,737	60%
ENDING FUND BALANCE	\$87,958	\$6,274		

CEMETERY PERMANENT FUND				
	APPROVED BUDGET	JUNE 30 YTD ACTUAL	BUDGET BALANCE	% OF BUDGET USED
	2024-2025	2024-2025	2024-2025	2024-2025
BEGINNING FUND BALANCE	\$473,860	\$473,860		
REVENUES:				
Lot Sales	22,000	24,500	6,300	111%
Interest	15,000	9,537	3,184	64%
Other	-	-	-	0%
TOTAL REVENUE	37,000	34,037	9,484	92%
TOTAL AVAILABLE RESOURCES	\$510,860	\$507,897	(\$2,963)	
ENDING FUND BALANCE	\$510,860	\$507,897		



STAFF REPORT

MEETING DATE: May 7, 2025

TITLE:

Consider action to approve minutes from the Cemetery Advisory Board meeting of May 7, 2025.

STAFF REPRESENTATIVE:

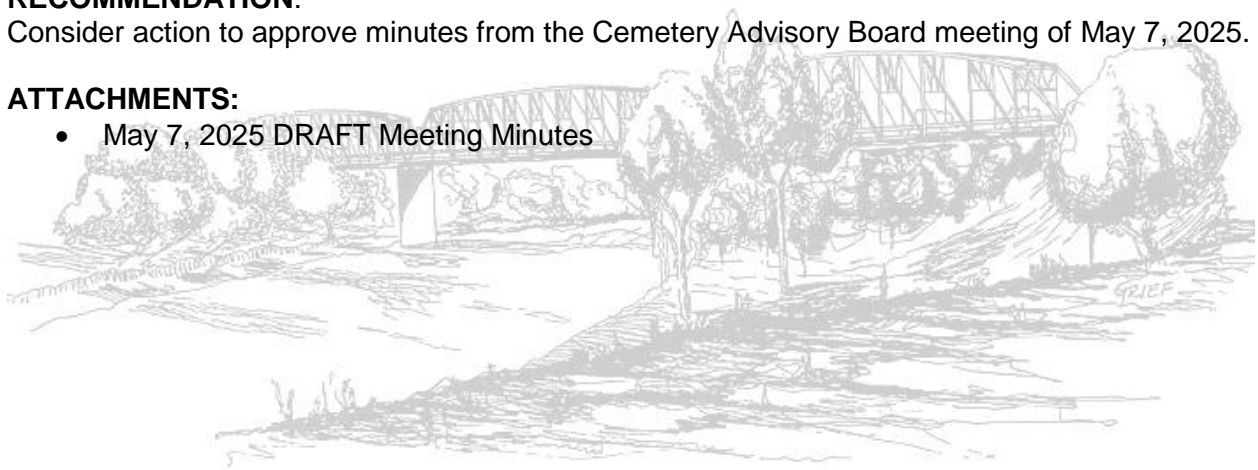
Judy Sandroussi, Finance Director

RECOMMENDATION:

Consider action to approve minutes from the Cemetery Advisory Board meeting of May 7, 2025.

ATTACHMENTS:

- May 7, 2025 DRAFT Meeting Minutes



**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD
MEETING
May 7, 2025**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on April 23, 2025, at 5:30 p.m., in the Council Executive Room of City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Bryan Whitten, Mary Williams, Robbie Sanders, Cheryl Long, Darren Kesselus, Carole Reynolds. City Staff in attendance were Sylvia Carrillo, City Manager, John Eddleton, Director of Public Works, Judy Sandroussi, Chief Financial Officer, Laura Allen, Assistant Finance Director, and Carrie Giovanniello, Finance Coordinator. Other attendees included Brent Luck and Adam Meuth.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. with a quorum being present.

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Review, discussion, and possible action regarding the selection of masonry mock-up sample for the columbarium structure.

Mr. Luck reviewed the masonry mock-ups to include the stone color selection, San Saba and mortar color.

Staff proposed May 21, 2025 at 10am for a board meeting to take place at Fairview Cemetery in order to review, discuss and take action on construction and material choices.

General contractor Adam Meuth provided samples of metal roofing materials. There was discussion regarding the roofing material and color options.

Robbie Sanders made the motion to approve the roof materials color, option 1, brown. Cheryl Long seconded. The motion passed unanimously.

Mr. Luck discussed bench options and issues. Robbie requested some additional information be provided at the meeting on May 21, 2025.

Discussion about column width and room for benches. Board members requested to review and discuss column width at meeting on May 21, 2025.

4. ADJOURNMENT

With no further business, the meeting was adjourned at 6:28 PM. Motion by Darren Kesselus and seconded by Mary Williams.

FAIRVIEW CEMETERY ADVISORY BOARD MINUTES
2025

May 7,

Item 4A.

APPROVED:

ATTESTED:

Robbie Sanders, Chairperson

Mary Williams, Secretary



STAFF REPORT

MEETING DATE: July 30, 2025

TITLE:

Consider action to approve minutes from the Cemetery Advisory Board meeting of May 21, 2025.

STAFF REPRESENTATIVE:

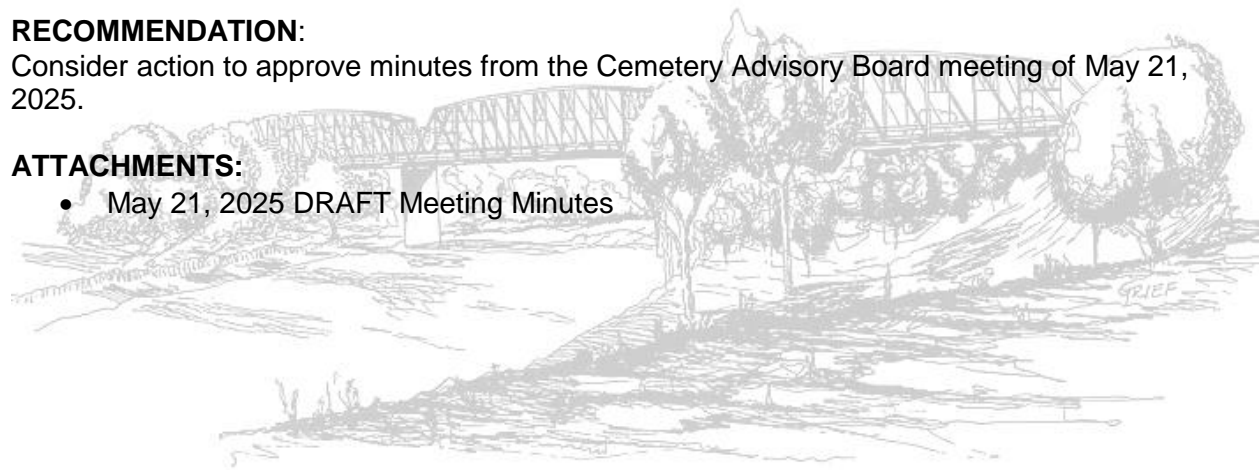
Judy Sandroussi, Finance Director

RECOMMENDATION:

Consider action to approve minutes from the Cemetery Advisory Board meeting of May 21, 2025.

ATTACHMENTS:

- May 21, 2025 DRAFT Meeting Minutes



**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD
MEETING
May 21, 2025**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on May 21, 2025 at 10:00 a.m., in Fairview Cemetery at the columbarium construction site off of Forget-Me-Not Loop at 1307 State Hwy 95, Bastrop, Texas. The members present were Bryan Whitten, Mary Williams, Robbie Sanders, Cheryl Long, Darren Kesselus, and City Council Liaison John Kirkland. City Staff in attendance were Sylvia Carrillo, City Manager, Judy Sandroussi, Chief Financial Officer, John Eddleton, Director of Public Works, Tim Vande Vorde, Superintendent Public Works Elizabeth Wick, Project Manager, Elisha Perkins, Project Manager Coordinator and Carrie Giovanniello, Finance Coordinator. Other attendees were Brent Luck, Adam Meuth and Katie Meuth.

1. CALL TO ORDER

The meeting was called to order at 10:04 a.m. with a quorum being present.

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Review, discussion and possible action regarding the selection of masonry mortar color samples for the Columbarium structure.

There was discussion in regard to the color of the mortar lightening up, approving of the mortar with no additional color added and the craftsmanship of the mortar work. Cheryl Long made the motion to approve the mortar sample. Bryan Whitten seconded the vote. The motion passed unanimously.

3B. Review, discussion and possible action regarding the column width for the Columbarium structure.

Discussion to skip to item 3C to discuss masonry mock-up.

Discussion returned to the column width. Adam Meuth and Brent luck showed examples of various widths for the columns. Bryan Whitten made the motion to accept the column with to be 4 feet 6 inches in width. Cheryl Long seconded the motion. The motion passed unanimously.

3C. Review, discussion, and possible action regarding the selection of masonry mock-up sample for the Columbarium structure.

There was discussion about the masonry mock-up. Bryan Whitten made the motion to accept the masonry mock-up as it and Mary Reynolds seconded. The motion passed unanimously.

3D. Review, discussion, and possible action regarding the selection of bench options for the Columbarium structure

There was discussion on bench seating and companion seating for handicap accessible seating areas of columbarium. Seating material discussion about flat stones being used and the height of seats being between 16-18 inches. Brian Whitten made the motion to approve the companion seating for the columbarium. Cheryl Long seconded the motion. The motion passed unanimously.

Darren Kesselus made the motion to approve the benches that connect column to column in 4 different places. Mary Reynolds seconded the vote.

4. ADJOURNMENT

With no further business, the meeting was adjourned at 10:40 AM. Motion by Mary Williams and seconded by Cheryl Long.

APPROVED:

ATTESTED:

Robbie Sanders, Chairperson

Mary Williams, Secretary



STAFF REPORT

MEETING DATE: July 30, 2025

TITLE:

Review, discussion, and possible action regarding the signage at each of the three entry gates.

AGENDA ITEM SUBMITTED BY:

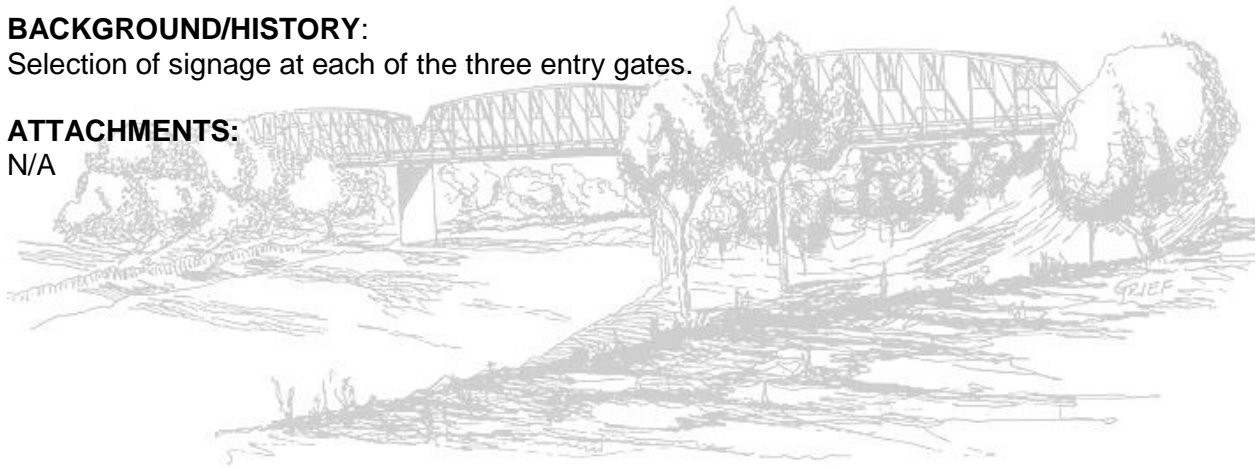
Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

Selection of signage at each of the three entry gates.

ATTACHMENTS:

N/A





STAFF REPORT

MEETING DATE: July 30, 2025

TITLE:

Consider action to schedule future meetings of the Fairview Cemetery Advisory Board.

AGENDA ITEM SUBMITTED BY:

Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:

The Fairview Cemetery Advisory Board has typically held its regular meetings on a quarterly basis in the Bastrop City Council Chambers at 1311 Chestnut Street.

We would like to offer Wednesday, October 15, 2025, or Wednesday, October 29, 2025, for the next regular meeting.

ATTACHMENTS:

N/A

