

# Bastrop Fairview Cemetery Advisory Board Agenda

Bastrop City Hall Council Executive Room  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



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January 15, 2025

## Agenda - Fairview Cemetery Advisory Board at 5:30 PM

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*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.*

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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. EXECUTION OF ELECTED AND APPOINTED OFFICIAL FORMS**

#### **3A. Conflict of Interest Statement**

Public Access Option Form

Electing to Disclose Address & Telephone Number

Statement of Officer

### **4. PRESENTATIONS**

#### **4A. Receive presentation on the unaudited Financial Report for the period ending November 30, 2024.**

### **5. ITEMS FOR INDIVIDUAL CONSIDERATION**

#### **5A. Consider action to approve the minutes from the December 3, 2024, meeting of the Fairview Cemetery Advisory Board.**

#### **5B. Review, discussion, and possible action to revise the Cemetery Fee Schedule to include pricing for the cost of cemetery plots, columbarium niches, opening of niches, etching of niches, etc.**

#### **5C. Consider action to schedule future meetings of the Fairview Cemetery Advisory Board.**

### **6. REPORTS**

#### **6A. Receive update on general maintenance in the Cemetery.**

#### **6B. Receive update on Block 9 development.**

#### **6C. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.**

### **7. 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 of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: January 10, 2025 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

          \Edi Mcllwain            
Edi Mcllwain, Chief Financial Officer



# STAFF REPORT

**MEETING DATE:** January 15, 2025

**TITLE:**

Consider action to approve minutes from the Cemetery Advisory Board meeting of December 3, 2024.

**STAFF REPRESENTATIVE:**

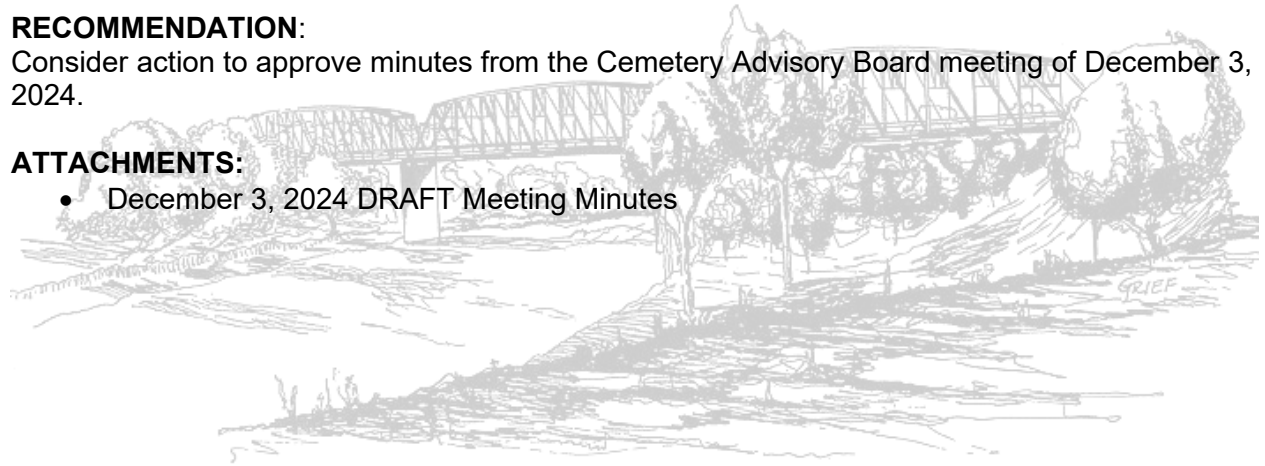
Edi McIlwain, Chief Financial Officer

**RECOMMENDATION:**

Consider action to approve minutes from the Cemetery Advisory Board meeting of December 3, 2024.

**ATTACHMENTS:**

- December 3, 2024 DRAFT Meeting Minutes



**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD  
MEETING  
December 3, 2024**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on December 3, 2024, at 5:30 p.m., in the Lost Pines Conference Room of City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Bryan Whitten, Mary Williams, Robbie Sanders, Darren Kesselus, Cheryl Long, and Carole Reynolds. City Council Liaison Kirkland was absent. City Staff in attendance were John Eddleton, Director of Public Works, Edi McIlwain, Chief Financial Officer, and Cheryl Renfro, Finance Coordinator.

**1. CALL TO ORDER**

The meeting was called to order at 5:32 p.m. with a quorum being present.

**2. CITIZEN COMMENTS**

There were no citizen comments.

**3. OATH OF OFFICE**

**3A. Incumbent Board Member Darren Kesselus, Place 3.**

Board Member Kesselus was sworn in by Cheryl Renfro, Finance Coordinator, and executed the Oath of Office.

**3B. Incoming Board Member Carole Reynolds, Place 4.**

Board Member Reynolds was sworn in by Cheryl Renfro, Finance Coordinator, and executed the Oath of Office.

**4. ELECTION OF OFFICERS**

Board Member Kesselus made the motion to nominate Robbie Sanders as Chairperson and was seconded by Board Member Reynolds. The motion passed unanimously.

Board Chair Sanders nominated Mary Williams as Secretary, which was seconded by Board Member Whitten. The motion passed unanimously.

**5. ANNOUNCEMENTS**

Board and Commission Annual Training – Monday, December 16, 2024: 6 – 8 PM.

**6. ITEMS FOR INDIVIDUAL CONSIDERATION**

**6A. Consider action to approve the minutes of the April 30, 2024, meeting of the Fairview Cemetery Advisory Board.**

Board Member Reynolds made a motion to approve the minutes from the April 30, 2024, meeting as written, which was seconded by Board Member Kesselus. The motion was approved unanimously.

**6B. Consider action to approve the minutes of the May 7, 2024, meeting of the Fairview Cemetery Advisory Board.**

Board member Williams made the motion to approve the minutes as written, which was seconded by Board Member Reynolds. The motion was approved unanimously.

**6C. Consider action to approve the minutes of the September 25, 2024, meeting of the Fairview Cemetery Advisory Board.**

Board Member Kesselus made a motion to approve the minutes of the September 25, 2024, meeting as written, which was seconded by Board Member Williams. The motion was approved unanimously.

**6D. Review, discussion, and possible action to revise the Cemetery Ordinance to include a Section for columbarium operations, including standards and policies.**

Cheryl Renfro, Finance Coordinator, reviewed the proposed changes and updates to the Cemetery Ordinance. The board determined that the inscription of the niche faceplate to read:

The text of each interred person's name to be inscribed shall be defined by the representative or family of the deceased in accordance with vendor guidelines.

Board Member Reynolds made the motion to accept the revised Cemetery Ordinance, with the above amendment, which was seconded by Board Member Whitten. The motion was approved unanimously.

**6E. Review, discussion, and possible action to revise the Cemetery Fee Schedule, to include pricing for the cost of cemetery plots, columbarium niches, opening of niches, etching of niches, etc.**

The group discussed options for the sales pricing plots and niches.

Board Member Whitten made a motion to set pricing for grave plots at \$2,500 for City residents, and \$5,000 for non-residents. The motion was seconded by Board Member Long. The motion failed with Board Member Williams opposing.

After further discussion, Board Member Long made a motion to set pricing for grave plots at \$2,500 for City residents, and \$4,500 for non-residents. The motion passed with Board Member Williams opposing.

The pricing for niches and niche related costs was tabled until the next meeting.

**6F. Consider action to schedule future meetings of the Fairview Cemetery Advisory Board.**

City staff proposed Tuesday, March 4, 2025, or Thursday, March 20, 2025, for the date of the next meeting.

The Board chose Wednesday, January 15, 2025, at 5:30 pm as the date of the next meeting of the Fairview Cemetery Advisory Board.

**7. REPORTS**

**7A. Receive update on general maintenance in the Cemetery.**

John Eddleton, Director of Public Works, gave an update on maintenance activities in the Cemetery. Board Chair Sanders requested staff to begin planning, including budgeting, for a security fence in Block 9.

**7B. Receive update on Block 9 development.**

Cheryl Renfro, Finance Coordinator, advised that the columbarium niches have been ordered and that the construction contract is scheduled to be awarded at the December 10, 2024, City Council meeting.

**7C. Invitation for input from Board Members related to issues for possible inclusion on the next meeting agenda.**

Board members asked that columbarium niche pricing be brought back and that city staff research grant opportunities for possibly funding improvements in the Cemetery.

**8. ADJOURNMENT**

**With no further business, the meeting was adjourned at 7:10 PM.**

APPROVED:

ATTESTED:

\_\_\_\_\_  
Robbie Sanders, Chairperson

\_\_\_\_\_  
Mary Williams, Secretary



# STAFF REPORT

**MEETING DATE:** January 15, 2025

**TITLE:**

Review, discussion and possible action to revise the Cemetery Fee Schedule to include pricing for the cost of cemetery plots, columbarium niches, opening of niches, etching of niche faceplates, etc.

**AGENDA ITEM SUBMITTED BY:**

Edi McIlwain, Chief Financial Officer

**BACKGROUND/HISTORY:**

At the August 28, 2024, meeting, Board Chair Sanders requested a meeting in September to discuss the fee schedule. She reported during a visit to the Architarum she was made aware that the City's current pricing may not be competitive and recommended review.

At the December 3, 2024, meeting, the Board voted to set grave plot pricing at \$2,000 for City residents and \$4,000 for out of City residents.

City staff has researched area cemeteries for pricing for columbarium niches and other services. They are:

|                     | Columbarium Niche                              |                     |
|---------------------|--|---------------------|
|                     | Resident                                       | Non-Resident        |
| <b>Bastrop</b>      | <b>NA</b>                                      | <b>NA</b>           |
| Smithville          | NA   | NA                  |
| Luling              | NA   | NA                  |
| San Marcos*         | \$1,900,/1,500/1100                            | \$2,350/1,850/1,350 |
| College Station     | \$1,445  | NA                  |
| Greater Austin area | \$1,500 (single)<br>\$2,000 (double) - \$5,900 | NA                  |

\*San Marcos columbarium niches are told based in which tier the niche is located (1, 2 or 3).

Other fees (San Marcos):

Niche Opening/Closing - \$120

Inscription on Niche Faceplate \$300

The next steps are to amend the Fee Schedule by ordinance through City Council. Estimated timeline for implementation would be March 1, 2025, to allow for 2 readings at City Council and notification to local funeral homes.







# STAFF REPORT

**MEETING DATE:** January 15, 2025

**TITLE:**

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

**AGENDA ITEM SUBMITTED BY:**

Edi McIlwain, Chief Financial Officer

**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 Thursday, April 17, 2025, or Wednesday, April 23, 2025, for the next regular meeting.

**ATTACHMENTS:**

N/A

