Bastrop Fairview Cemetery Advisory Board Agenda

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

November 18, 2026

Agenda - Fairview Cemetery Advisory Board at 6:00 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.

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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 the City Manager for research and possible future action. Profanity, physical or other threats are not allowed and may subject the speaker to loss of the time for comment, and if disruptive to the conduct of business, could result in removal of the speaker.

3. PRESENTATIONS

3A. Presentation of two new members to the board - John Crawford and Kassidi Anderson.

Submitted by: Robbie Sanders, Board Chair

3B. Presentation and introduction of Melinda Wright, Accountant.

Submitted by: Robbie Sanders, Board Chair

3C. Presentation of the unaudited Financial Report the period ending September 30, 2026.

Submitted by: Judy Sandroussi, Finance Director

4. REPORTS

4A. Receive an update on the road work that has been completed at Fairview Cemetery and progress in the area(s) of Fairview Cemetery.

Submitted by: Lance Dodge, Streets & Drainage Director

4B. Receive an update on the landscaping (especially new trees to be planted in section 9 with their locations) and general maintenance in Fairview Cemetery.

Submitted by: Lance Dodge, Streets & Drainage Director

4C. Receive a report regarding the new contractor.

Submitted by: Lance Dodge, Director Streets & Drainage

4D. Receive a report on the selection of the engraver for the niches.

Submitted by: Melinda Wright, Accountant

4E. Receive a report regarding the Wreaths Across America 2026.

Submitted by: Judy Sandroussi, Finance Director

5. ITEMS FOR INDIVIDUAL CONSIDERATION

5A. Consider Action to approve minutes from the Cemetery Advisory Board meeting of August 19, 2026.

Submitted by: Judy Sandroussi, Finance Director

5B. Review, discussion, and possible action regarding the dedication plaque to be located at columbarium.

Submitted by: Judy Sandroussi, Finance Director

5C. Consider action regarding signage at the Fairview Cemetery.

Submitted by: Robbie Sanders, Board Chair

5D. Consider action to schedule future meetings of the Fairview Cemetery Advisory Board.

Submitted by: Judy Sandroussi, Finance Director

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: ___November 10__ at 9:00 a.m. and remained posted for at least two hours after said meeting was convened.

\s\Judy Sandroussi
Judy Sandroussi, Finance Director

City of Bastrop Texas
Fairview Cemetery
Monthly Financials as of September 30, 2026 *(Unaudited)*

CEMETERY OPERATING FUND

	APPROVED BUDGET 2025-2026	YTD ACTUAL 2025-2026	BUDGET BALANCE 2025-2026	% OF REMAINING BUDGET 2025-2026
REVENUES:				
Lot Sales	160,000	162,770	2,770	-2%
Recording Fees	1,200	1,140	-60	5%
Niche Sales	0	28,380	28,380	0%
Permit Fees	2,500	750	-1,750	70%
Interest	3,500	6,655	3,155	-90%
Other	83,600	63,105	-20,495	25%
Transfer In - Gen Fund	293,469	32,964	-260,505	89%
TOTAL REVENUE	544,269	295,765	-248,504	46%
EXPENDITURES:				
Personnel Costs	90,928	89,120	1,808	2%
Supplies & Materials	2,000	2,182	-182	-9%
Maintenance & Repairs	12,250	28,343	-16,093	-131%
Occupancy	4,600	3,527	1,073	23%
Contractual Services	60,175	91,356	-31,181	-52%
Other Charges	1,255	729	527	42%
Contingency	3,000	0	3,000	100%
Capital Outlay	293,469	32,964	260,505	89%
TOTAL Operating Expenditures	467,677	248,221	219,456	47%
Total	**$ 76,592**	**$ 47,544**	**-29,048**	**38%**

FY2026 Operating Fund - Without Columbarium:				
Revenues	$ 250,800	$ 262,800	$ 12,000	-5%
Expenses	$ 174,208	$ 215,256	$ 41,048	-24%
Ending Fund Balance	$ 76,592	$ 47,544	$ (29,048)	38%

CEMETERY PERMANENT FUND

	APPROVED BUDGET 2025-2026	YTD ACTUAL 2025-2026	BUDGET BALANCE 2025-2026	% OF REMAINING BUDGET 2025-2026
REVENUES:				
Lot Sales	22,000	16,900	-5,100	23%
Interest	15,000	4,225	10,775	72%
Niche Sales	-	3,100	3,100	0%
TOTAL REVENUE	37,000	24,225	8,775	35%
Total	**$ 37,000**	**$ 24,225**	**$ 12,775**	**35%**

City of Bastrop Texas

Fairview Cemetery - Lot & Niche Sales

Fiscal Year 2026 - As of September 30, 2026

Lot Sales

	Quantity			Dollar Amount			
	Resident	Non-Resident	Total	Resident	Non-Resident	Total
Oct	3	1	4	$ 12,500.00	$ 4,700.00	$ 17,200.00
Nov	3	0	3	$ 5,400.00	$ -	$ 5,400.00
Dec	3	1	4	$ 9,400.00	$ 4,300.00	$ 13,700.00
Jan	1	1	2	$ 2,200.00	$ 4,300.00	$ 6,500.00
Feb	5	2	7	$ 11,600.00	$ 9,400.00	$ 21,000.00
Mar	6	0	6	$ 15,000.00	$ -	$ 15,000.00
Apr	4	1	5	$ 9,100.00	$ 4,275.00	$ 13,375.00
May	4	6	10	$ 7,800.00	$ 29,695.00	$ 37,495.00
Jun	1	0	1	$ 2,200.00	$ -	$ 2,200.00
Jul	0	1	1	$ -	$ 3,400.00	$ 3,400.00
Aug	17	0	17	$ 21,000.00	$ -	$ 21,000.00
Sep	1	1	2	$ 2,200.00	$ 4,300.00	$ 6,500.00
Total	**48**	**14**	**62**	**$ 98,400.00**	**$ 64,370.00**	**$ 162,770.00**

Niche Sales

	Quantity			Dollar Amount		
	Resident	Non-Resident	Total	Resident	Non-Resident	Total
Oct			0			$ -
Nov			0			$ -
Dec			0			$ -
Jan			0			$ -
Feb			0			$ -
Mar			0			$ -
Apr			0			$ -
May	6	2	8	$ 12,900.00	$ 5,000.00	$ 17,900.00
Jun	0	0	0	$ -	$ -	$ -
Jul	2	0	2	$ 6,000.00	$ -	$ 6,000.00
Aug	1	0	1	$ 1,450.00	$ -	$ 1,450.00
Sep	1	0	1	$ 3,030.00	$ -	$ 3,030.00
Total	**10**	**2**	**12**	**$ 23,380.00**	**$ 5,000.00**	**$ 28,380.00**

Grand Total

	Quantity			Dollar Amount		
	Resident	Non-Resident	Total	Resident	Non-Resident	Total
Total	**58**	**16**	**74**	**$ 121,780.00**	**$ 69,370.00**	**$ 191,150.00**

*Perpetuity amount removed that goes into the Cemetery Permanent Fund

STAFF REPORT

MEETING DATE: November 18, 2026

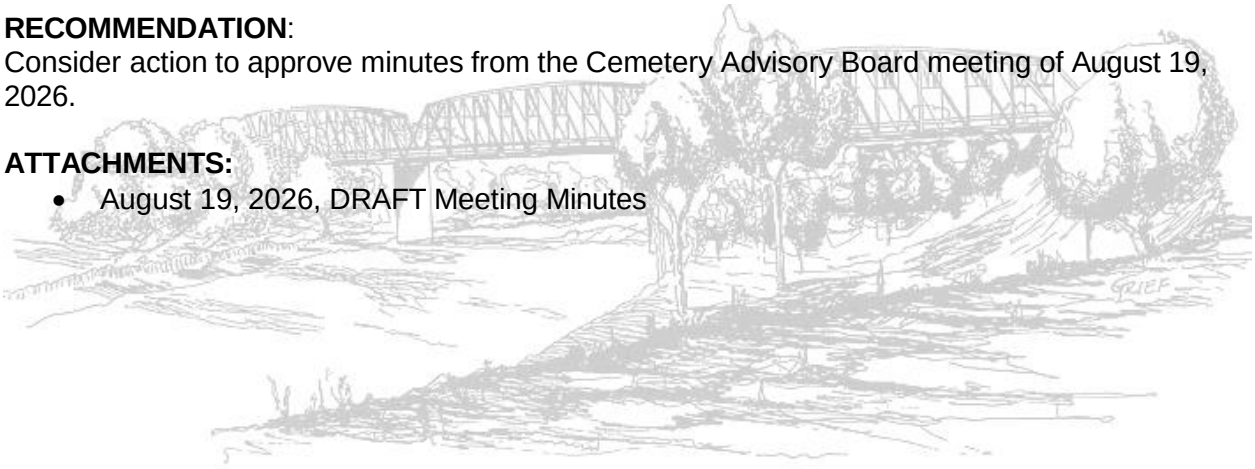
TITLE:
Consider action to approve minutes from the Cemetery Advisory Board meeting of August 19, 2026.

STAFF REPRESENTATIVE:
Judy Sandroussi, Finance Director

RECOMMENDATION:
Consider action to approve minutes from the Cemetery Advisory Board meeting of August 19, 2026.

ATTACHMENTS:

- August 19, 2026, DRAFT Meeting Minutes



MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD MEETING

August 19, 2026

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on August 19th, at 5:30 p.m., in the Council Chambers of City Hall at 1311 Chestnut Street, Bastrop, Texas. Members present were Mary Williams, Robbie Sanders, Cheryl Long, and Carole Reynolds. City Staff in attendance were Sylvia Carrillo, City Manager, Judy Sandroussi, Chief Financial Officer, Laura Allen, Assistant Finance Director, Lance Dodge, Streets and Drainage Director, Jason Alfaro, Parks and Recreation Director, Carrie Giovanniello, Finance Coordinator.

1. CALL TO ORDER

The meeting was called to order at 5:42 p.m. by Robbie Sanders with a quorum being present.

2. CITIZEN COMMENTS

There were no citizen comments.

Robbie Sanders recognized John Crawford as a guest who had signed up to be on the board.

3. PRESENTATIONS

3A. **Presentation of the unaudited Financial Report for the period ending July 31, 2026.**

CFO Judy Sandroussi reviewed the unaudited July 31, 2026, financial report.

3B. Presentation of Green Burials by Judy Hoover.

No Action Was Taken

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. **Consider action to approve the minutes of the March 4, 2026, meeting of the Fairview Cemetery Advisory Board.**

Cheryl Long made the motion to approve the minutes. This motion was seconded by Mary Williams. The motion passed unanimously.

4B. **Review, discussion, and possible action regarding the dedication plaque to be located at the columbarium.**

Cheryl Long recommended indicating the inspiration of the design on the plaque. Sylvia Carrillo, City Manager, recommended taking a trip to the site so the Board could decide where the plaque should go. City Manager also indicated the plaque would have the Fairview Board member names and the City Council members names. Cheryl Long indicated Bryan Whitten's name should be on the plaque since he was instrumental in the design. City Manager indicated the architect, and staff could be on the plaque as well. City Manager indicated she would email Cheryl Long to start working on this.

No Action Was Taken

4C. **Consider action to schedule future meetings for the Fairview Cemetery Advisory Board.**

Future date given for consideration was November 18, 2026, at 6:00 PM. After a brief discussion, this date and time was agreed upon. No motion was taken.

5. REPORTS

5A**. Receive an update on the road work that has been completed at Fairview Cemetery and progress in the area(s) of Fairview Cemetery.**

Lance Dodge, Director of Streets and Drainage, provided an update on road repairs at Fairview Cemetery. Asphalt had been added to several side streets leading to the cemetery's three main entrances. Approximately two and a half months ago, City staff also completed improvements in eight to ten additional areas to provide more stable driving surfaces. In these areas, clay was replaced with concrete, and a base layer was added on top.

Lance explained that the City had reused concrete from the old bridge project and placed it on "The Hill" to improve access during inclement weather. Staff were also building up the asphalt throughout the cemetery to create a more solid driving surface.

Robbie Sanders brought up the Sayers graves on the far east side of the cemetery, noting that the major curve in that area is difficult to navigate. Lance indicated that staff would address the area. Robbie also identified a curve near the columbarium that leads to the shed as needing repairs. Lance stated that November, December, and January would provide an opportunity for his crew to continue working on cemetery improvements.

Carole Reynolds noted that heavy downpours had washed out the road leading up to "The Hill" and blocked access on the opposite side. Lance indicated that the City would continue making road repairs throughout Fairview Cemetery.

5B. **Receive update on the landscaping and general maintenance in Fairview Cemetery.**

Jason Alfaro, Director of Parks and Recreation, reported that contractors had been hired to assist with cemetery maintenance due to the recent heavy rainfall. Work includes mowing, weeding, and maintaining existing grounds. Mr. Alfaro also stated that staff will begin identifying and tagging dead trees next week in preparation for their removal.

Robbie Sanders asked whether trees would be planted in October and November. Mr. Alfaro confirmed that fall is the ideal time for planting and noted that the City may obtain some trees at no cost while purchasing additional trees as needed.

5C. **Receive update on the columbarium construction and preparations to begin niche sales.**

Carrie Giovanniello, Finance Coordinator, reported that she found a contractor for the columbarium. Janda Monument is from Giddings, Texas. The contractor would take the plates back to his shop to work on them. Carrie has been selling the printing of the engraving between $300 to $500. Carole Reynolds indicated that this should be a pass-through to the buyer of the niche. The pricing is as follows:

$300 - 8x8 full door price to engrave
$325 - 12X12 full door price to engrave
$150 - To add death date if preneed

Includes:
Full Name
Date of birth and date of death
8x8 one internment
12x12 two Interments

Carrie also reported that the Historical Society has their tour on October 3rd. Robbie Sanders asked that she would like a presentation of this tour for the board next year. Carole Reynolds brought up the Wreaths Across America – about having a presentation. Judy Sandroussi recommended perhaps doing the presentation at Council.

6. ADJOURNMENT

With no further business, the meeting was adjourned at 6:56 PM. Motion by Cheryl Long and seconded by Carole Reynolds.

APPROVED: ATTESTED:

Robbie Sanders, Chairperson Mary Williams, Secretary

STAFF REPORT

MEETING DATE: November 18, 2026

TITLE:
Review, discussion, and action regarding the dedication plaque to be located at columbarium.

AGENDA ITEM SUBMITTED BY:
Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:
The board discussed the addition of a dedication plaque to be added to the completed columbarium. Board member Cheryl Long expressed the need to add some historical context about the inspiration for the project. City Manager Sylvia Carrillo requested that they work together.

Location of the plaque needs to be decided and the size of the plaque.

ATTACHMENTS:
Sample of plaque
Pictures of columbarium to determine location of plaque


Antique Bronze Bastrop Commemorative Plaque.png
CITY OF BASTROP
TEXAS
CITY COUNCIL
Ismael Harris
Mayor
John Kirkland
Mayor Pro-Tem
Cynthia Sanders-Meyer
Kerry Fossler
Perry Lowe
Kevin Plunkett
CEMETERY BOARD MEMBERS
Robbie Sanders
Chair
Cheryl Long
Vice Chair
Bryan Whitten
Mary Williams
Darren Kesselus
SUPPORT
Brent Luck
Architect
Elizabeth Wick
Project Manager
Sylvia Carrillo-Trevino
City Manager
INSPIRATION OF THE DESIGN
The design of this marker was inspired by the Civilian Conservation Corp (CCC), created by President Franklin D. Roosevelt in the New Deal Era during the Great Depression, using native stone and lumber to create a unique architecture, depicted in Bastrop State Park, which embraced the design principles of the National Park Service using a craftsman style unique to our area, which also used natural stone and lumber found in Bastrop County. This inspired design is intended to honor the souls buried here, our rich history, our craftsmen, and to carry on rich Bastrop traditions.
UNITED STATES
CCC
CIVILIAN CONSERVATION CORPS

Bastrop Bronze Historical Memorial Plaque.png



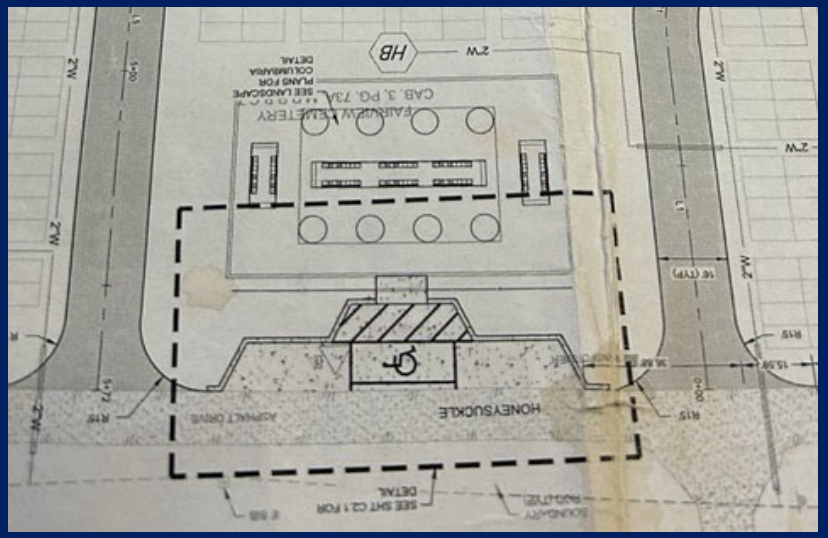
City of Bastrop
Fairview Cemetery
Columbarium

Block 9, Section 2A



Forget-Me-Not Loop Street





Marigold Street



Honeysuckle Street



STAFF REPORT

MEETING DATE: November 18, 2026

TITLE:
Consider action regarding signage at the Fairview Cemetery.

AGENDA ITEM SUBMITTED BY:
Judy Sandroussi, Finance Director

BACKGROUND/HISTORY:
The existing signs at the entrances to Fairview Cemetery need replacement.

Prior Board discussion identified poor visibility, placement concerns at the three entry gates, and the need for clearer contact information when gates are closed and replacement recommendations.

Several things need to be considered:

1. What will be on the signage?
2. Will it be in English and Spanish?
3. Phone number to call if the gates are closed.
4. Placement of the new signage.
5. Daily hours of operations.
6. Other considerations.

ATTACHMENTS:
Pictures of current signage.

City of Bastrop
Fairview Cemetery Signage

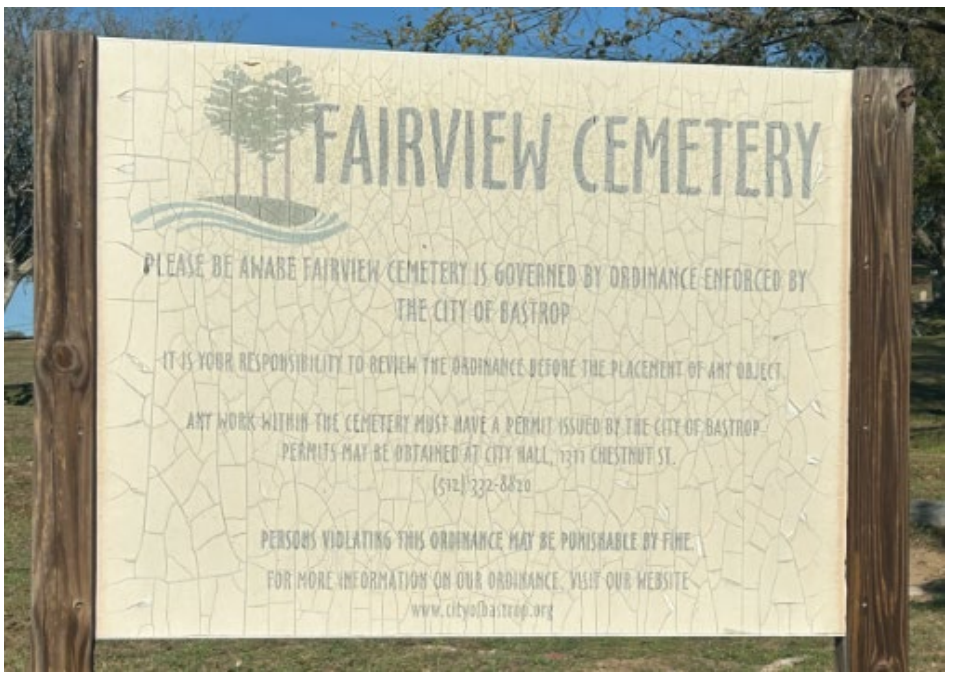
Entrance 1 - Fairview Drive





Entrance 2 - Indian Paint Brush Avenue





Entrance 3 - Bluebonnet Lane





STAFF REPORT

MEETING DATE: November 18, 2026

TITLE:
Consider action to schedule a future meeting 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, February 17, 2027, or Wednesday, February 24, 2027, for the next regular meeting.

ATTACHMENTS:
N/A

