

**Bastrop Special Meeting Fairview Cemetery
Advisory Board Agenda**

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



December 03, 2025

Agenda - Special Meeting 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 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. MINUTE APPROVAL

3A. Consider action to approve the minutes from November 12th, 2025, meeting of the Fairview Cemetery Advisory Board.

Submitted by Judy Sandroussi, Finance Director

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Review, discussion, and possible action regarding future landscaping plans.

Submitted by: Jason Alfaro, Parks Director

4B. Review, discussion, and possible action regarding the road repair and resurfacing within Fairview Cemetery.

Submitted by: Lance Dodge, Streets and Drainage Director

4C. Review, discussion, and possible action regarding the font selection and naming convention standards for the Columbarium nameplates.

Submitted by: Sylvia Carrillo, City Manager

4D. Pricing for the niches at Fairview Cemetery Columbarium.

Submitted by: Judy Sandroussi, Director of Finance

5. 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 21st @ 11:30 AM and remained posted for at least two hours after said meeting was convened.

/S/Judy Sandroussi
Judy Sandroussi, Finance Director

**MINUTES OF FAIRVIEW CEMETERY ADVISORY BOARD
MEETING
November 12, 2025**

The Fairview Cemetery Advisory Board met in a regularly scheduled meeting on November 12th, 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, Cheryl Long, Carole Reynolds and City Council Liaison John Kirkland. City Staff in attendance were Sylvia Carrillo, City Manager, Judy Sandroussi, Chief Financial Officer, Laura Allen, Assistant Finance Director, and Carrie Giovannello, Finance Coordinator, Paula Drake Finance Specialist II, and Elizabeth Wick, Project Manager.

1. CALL TO ORDER

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

2. CITIZEN COMMENTS

There were no citizen comments.

3. PRESENTATIONS

3A. Receive presentation on the unaudited Financial Report for the period ending September 30th.

CFO Judy Sandroussi reviewed the September 2025 financial report.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Consider action to approve the minutes of the July 30th, 2025, meeting of the Fairview Cemetery Advisory Board.

Carole Reynolds made the motion to approve the minutes, which was seconded by Mary Williams. The motion passed unanimously.

4B. Review, discussion and possible action regarding the landscaping plan for Block 9 and Columbarium.

It was discussed that there would be 2 yaupon holly trees and 1 crepe myrtle on each side of the columbarium (for a total of 2 crepe myrtles). It was also discussed that there is a waterline behind the columbarium thus it would not be feasible to plant trees in that specific area due to their roots. Discussion continued that instead of trees, shrubs or bushes could replace the trees, since their roots do not grow as thick and long as trees.

The Board requested Jason Alfaro, Parks Director, to present a more in-depth landscaping plan for Block 9. Sylvia Carrillo indicated that there is funding in the Park Fund(s) for current and future landscaping.

It was decided later in the meeting that a Special Meeting would be held on December 3rd, 2025, at which time Mr. Alfaro would present future landscaping plans.

4C. Review, discussion, and possible action regarding the Fairview Cemetery metal arch sign being installed.

Elizabeth Wick gave an update that the metal arch is already constructed. There will be no payment to the Contractor until the arch is installed. Elizabeth was going to follow up with the contractor as to when the metal arch would be installed. *(For informational purposes - on Friday, November 14th, 2025 – the metal arch was installed and completed.)*

4D. Review, discussion and possible action regarding the road repair and resurfacing within Fairview Cemetery.

This item was put on hold by Sylvia Carrillo.

It was decided later in the meeting that a Special Meeting would be held on December 3rd, 2025, at which time Lance Dodge, Streets & Drainage Director would present future paving improvements planned for the Fairview Cemetery.

4E. Review, discussion and possible action regarding the Construction Project Closeout Checklist

Elizabeth Wick presented a PowerPoint presentation going over the remaining items to be completed, mortaring, hydro mulch being added, slabs and cracks being completed.

No action needed by the Board.

4F. Review, discussion and possible action regarding the font selection and naming convention standards for the Columbarium nameplates.

Sylvia Carrillo presented some font ideas to the Board. Also, she indicated that she would be contacting Architarium from Austin Texas to get more examples and ideas of what to put on the faceplates of the columbarium.

It was decided that a Special Meeting would be held on December 3rd, 2025, to discuss any information obtained.

4G. Consider action to schedule future meetings of the Fairview Cemetery Board Advisory Board.

It was decided to hold a Special Meeting on December 3rd, 2025, at 5:30 PM. to discuss a more in-depth landscaping plan for Block 9, future paving improvements planned, font for the faceplates, and potential new pricing.

Also, it was decided that the quarterly meeting will be held February 11th, 2026, at 5:30 PM.

5. REPORTS

5A. Receive an update on opening and closing of the Cemetery.

Judy Sandroussi reported that the Parks Department is opening the gates in the mornings. The Police Department is responsible for closing the gates at night and the Fire Department is their backup in case the Police Department cannot do. She asked that if there are any issues – to contact her.

5B. Receive update on the progress of new signs and future placement of Cemetery signs.

Judy Sandroussi reported that the Parks Department is going through a “rebranding”. Once this is completed – new signs will be made and put outside the gates of the Cemetery with the phone number to call in case the gates are closed.

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

Direction was given to include on the Special Meeting to be held December 3rd, 2025, agenda: a more in-depth landscaping plan for Block 9, future paving improvements planned, font for the faceplates, and potential new pricing.

6. ADJOURNMENT

With no further business, the meeting was adjourned at 6:38 PM. Motion to adjourn by Cheryl Long and seconded by Mary Williams.

APPROVED:

ATTESTED:

Robbie Sanders, Chairperson

Mary Williams, Secretary



STAFF REPORT

MEETING DATE: DECEMBER 3RD, 2025

TITLE:

Review, discussion, and possible action regarding future landscaping plans.

AGENDA ITEM SUBMITTED BY:

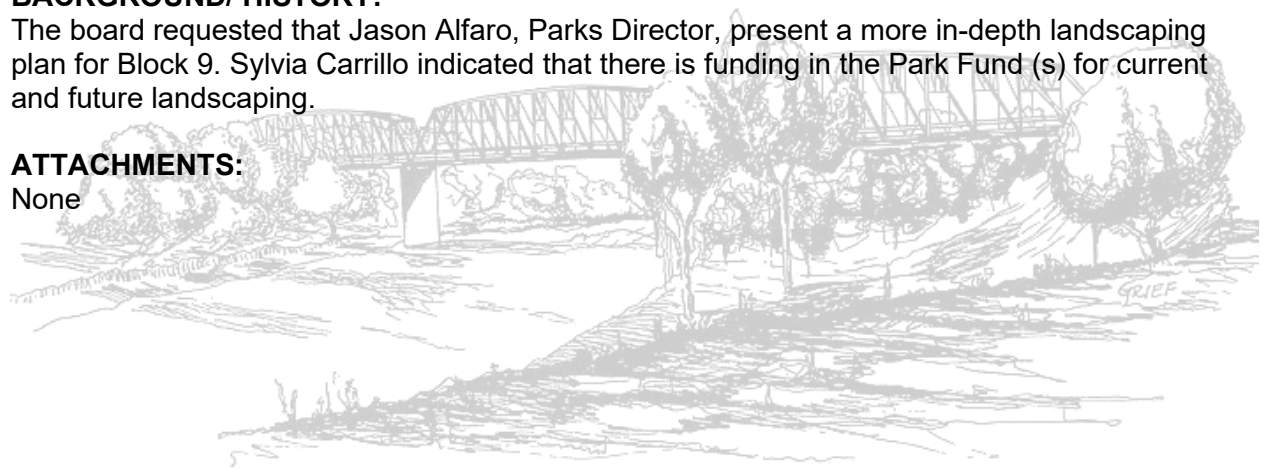
Jason Alfaro, Director of Parks

BACKGROUND/ HISTORY:

The board requested that Jason Alfaro, Parks Director, present a more in-depth landscaping plan for Block 9. Sylvia Carrillo indicated that there is funding in the Park Fund (s) for current and future landscaping.

ATTACHMENTS:

None





STAFF REPORT

MEETING DATE: DECEMBER 3RD, 2025

TITLE:

Review, discussion, and possible action regarding the road repair and resurfacing within Fairview Cemetery.

AGENDA ITEM SUBMITTED BY:

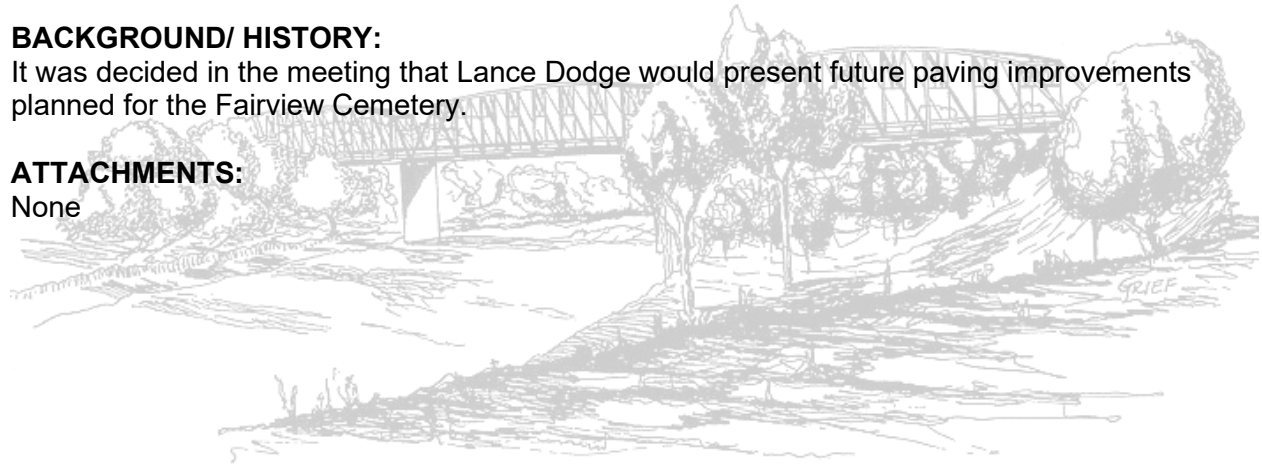
Lance Dodge, Director of Streets & Drainage

BACKGROUND/ HISTORY:

It was decided in the meeting that Lance Dodge would present future paving improvements planned for the Fairview Cemetery.

ATTACHMENTS:

None





STAFF REPORT

MEETING DATE: DECEMBER 3RD, 2025

TITLE:

Review, discussion, and possible action regarding the font selection and naming convention standards for the Columbarium nameplates.

AGENDA ITEM SUBMITTED BY:

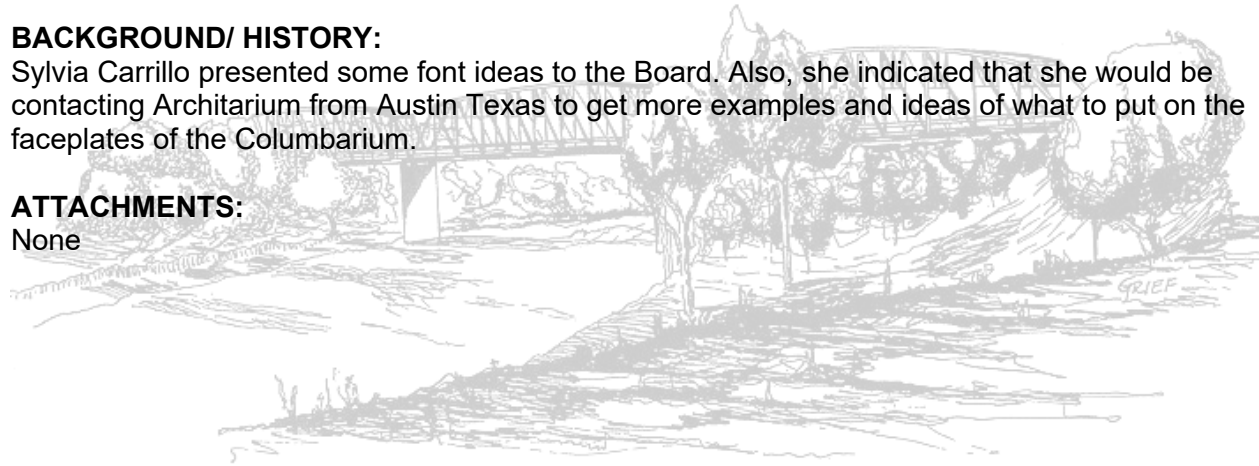
Sylvia Carrillo, City Manager

BACKGROUND/ HISTORY:

Sylvia Carrillo presented some font ideas to the Board. Also, she indicated that she would be contacting Architarium from Austin Texas to get more examples and ideas of what to put on the faceplates of the Columbarium.

ATTACHMENTS:

None





STAFF REPORT

MEETING DATE: DECEMBER 3RD, 2025

TITLE:

Review, discussion, and possible action regarding the pricing of niches at the Fairview Cemetery Columbarium

AGENDA ITEM SUBMITTED BY:

Judy Sandroussi, Director of Finance

BACKGROUND/ HISTORY:

During the November 12th Cemetery Board Meeting it was discussed that there could be some pricing changes and that it would be discussed in the Special Meeting December 3rd, 2025.

ATTACHMENTS:

None

