



Cemetery Board Agenda

Tuesday, August 05, 2025
6:00 PM

City Hall Council Chambers 141
W. Renfro
Burleson, TX 76028

1. CALL TO ORDER

2. CITIZEN APPEARANCES

Each person in attendance who desires to speak to the board on an item NOT posted on the agenda, shall speak during this section.

A speaker card must be filled out and turned in to the Secretary prior to addressing the board. Each speaker will be allowed three (3) minutes.

Please note that the board may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the City Council from deliberating or taking action on an item not listed on the agenda. City Council may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Each person in attendance who desires to speak to the City Council on an item posted on the agenda, shall speak when the item is called forward for consideration.

3. GENERAL

A. Nominate and elect a Chair and Vice-Chair for the committee for the Fiscal Year 2025-26 term. (*Jen Basham, Director of Parks and Recreation*)

B. Consider approval of the minutes from the November 20, 2024, meeting. (*Staff Contact: Bailey Campbell, Senior Administrative*)

4. REPORTS AND PRESENTATIONS

A. Receive a report on cemetery updates and maintenance activities. (*Staff Contact: Jessica Martinez, Deputy Director of Parks*)

5. REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS

6. ADJOURN

(Staff Contact)

Jen Basham
Director of Parks and Recreation
817-426-9201
jbasham@burlesontx.com

CERTIFICATE

I hereby certify that the above agenda was posted on this the 29th of July 2025, by 6:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Cemetery Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: August 5, 2025

SUBJECT:

Nominate and elect a Chair and Vice-Chair for the committee for the Fiscal Year 2025-26 term.
(*Jen Basham, Director of Parks and Recreation*)

SUMMARY:

The Burleson Code of Ordinances Chapter 2 requires each board, commission, and committee to nominate and elect members from their membership to serve as Chair and Vice-Chair. This action must take place in an open meeting and the Chair and Vice-Chair serve for a one year term to be October to September following the city's fiscal year.

RECOMMENDATION:

PRIOR ACTION/INPUT (Council, Boards, Citizens):

REFERENCE:FISCAL IMPACT:

STAFF CONTACT:

Jen Basham
Director of Parks and Recreation
jbasham@burlesontx.com
817-426-9201

Cemetery Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: August 5, 2025

SUBJECT:

Consider approval of the minutes from the November 20, 2024, meeting. (*Staff Contact: Bailey Campbell, Senior Administrative*)

SUMMARY:

RECOMMENDATION:

Approve

PRIOR ACTION/INPUT (Council, Boards, Citizens):

REFERENCE:

FISCAL IMPACT:

STAFF CONTACT:

Jen Basham
Director
Jbasham@burlesontx.com
817-426-9201

CEMETERY BOARD
November 20, 2024
MINUTES
DRAFT

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Vanessa Shimek
John Weeks
Jaime Ibarra
Laurene Davison
Steve Ann Richie

Board Members Absent

John Gonzales
Jamie Jones

Staff Present

Jen Basham, Director
Jessica Martinez, Deputy Director of Parks
Bailey Campbell, Senior Administrative Specialist/Recording Secretary

Guests

None

1. **Call to Order: 6:00 PM**—Vanessa Shimek called the meeting to order at 6:02 PM.

2. **Citizen Appearances**

None.

3. **General**

A. Consider approval of the minutes from the June 21, 2023, meeting. (Staff Contact: Kerry Montgomery, Senior Administrative Specialist)

Jamie Ibarra made a motion to approve the item. John Weeks seconded the motion. Motion passed 5-0. Absent John Gonzales and Jamie Jones.

4. **Reports and Presentations**

A. Receive a report on cemetery updates and maintenance activities. (Staff Contact: Jessica Martinez, Deputy Director of Parks)

Jessica Martinez gave a presentation of on cemetery updates and maintenance activities. A discussion followed.

The board members decided to hold meetings on a semi-annual basis.

5. Requests and Future Agenda Items and Reports

6. Adjourn.

Vanessa Shimek adjourned the meeting.

Time – 6:15 P.M.

Bailey Campbell, Recording Secretary

Cemetery Board

DEPARTMENT: Parks and Recreation
FROM: Jessica Martinez, Deputy Director of Parks
MEETING: August 5, 2025

SUBJECT:

Receive a report on cemetery updates and maintenance activities. (*Staff Contact: Jessica Martinez, Deputy Director of Parks*)

SUMMARY:

This memo provides a semi-annual update on the status of the cemetery, covering key updates, cemetery plot sales, and ongoing maintenance work including headstone resets and repairs.

RECOMMENDATION:

This update is informational; no immediate action required.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Jessica Martinez
Deputy Director of Parks
jmartinez@burlesontx.com
682-312-2765



Cemetery Semi-Annual Update

Staff Presenter: Jessica Martinez, Deputy Director of Parks
August 5, 2025



Overview

- General Updates
- Financial Summary
- Any Questions / Future Meeting Request



General Updates

- **Memorial Foundations Consideration:**

- *Worthington Monuments is proposing a switch from concrete pads to granite foundations at Burleson Memorial Cemetery, citing enhanced strength, greater durability, improved visual appeal, and potential long-term cost savings as key benefits.*
- *Note: A formal amendment to the cemetery rules will be required.*

- **Landscape Update:**

- Parks team performed landscape maintenance and seasonal enhancements in early June 2025.

- **2025 Cemetery Plot Sales (*as of July 28, 2025*):**

- 31 – Passed and immediately buried
- 11 – Pre-purchased
- ***Total Plots Sold: 42***

- **Cemetery Resets and Repairs (*FY 24-25*):**

- 31 headstone resets and repairs completed
- **Annual Allocation:** \$20,000 dedicated to headstone reset program.



Financial Summary:

	FY 23-24 Actual	FY 24-25 Adopted	FY 24-25 Revised	FY 24-25 Year- End Est	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected
Beginning Fund Balance	\$ 343,364	\$ 396,153	\$ 396,153	\$ 430,786	\$ 470,456	\$ 517,534	\$ 564,807	\$ 612,307	\$ 660,069
Total Revenues	\$ 111,423	\$ 63,500	\$ 63,500	\$ 73,000	\$ 73,790	\$ 74,632	\$ 75,526	\$ 76,474	\$ 77,477
Total Expenditures	\$ 24,001	\$ 33,330	\$ 33,330	\$ 33,330	\$ 26,712	\$ 27,359	\$ 28,025	\$ 28,712	\$ 29,419
Ending Fund Balance	\$ 430,786	\$ 426,323	\$ 426,323	\$ 470,456	\$ 517,534	\$ 564,807	\$ 612,307	\$ 660,069	\$ 708,127
Fund Balance % of Expenditure	1,795%	1,279%	1,279%	1,412%	1,937%	2,064%	2,185%	2,299%	2,407%



Questions and Future Meeting Request