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**Thursday, September 15, 2022**  
**6:00 PM**

**City Hall - 141 W. Renfro**  
Burleson, TX 76028

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1. Call to Order: **6:00 PM**

- A. Receive a report, hold a discussion, and provide staff feedback regarding the Burleson Memorial Cemetery operation, maintenance, and expansion (*Staff Presenter: Jen Basham, Director of Parks and Recreation*).

2. General

- A. Consider approval of the minutes from the October 12, 2022 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

3. Citizen Appearances

4. Reports and Discussion Items:

5. Board Requests for Future Agenda Items or 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 12th of September 2022, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos  
City Secretary



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## Cemetery Board

**DEPARTMENT:**

**FROM:** Jen Basham, Director of Parks and Recreation

**MEETING:** September 15, 2022

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**SUBJECT:**

Receive a report, hold a discussion, and provide staff feedback regarding the Burleson Memorial Cemetery operation, maintenance, and expansion (*Staff Presenter: Jen Basham, Director of Parks and Recreation*).

**SUMMARY:**

**OPTIONS:**

**RECOMMENDATION:**

NA

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

**FISCAL IMPACT:**

**STAFF CONTACT:**

Jen Basham, CPRE  
jbasham@burlesontx.com  
817-426-9201



# **Cemetery Expansion Update**

Cemetery Board-September 15, 2022



# Background

Item A.



## • Cemetery Expansion

- August 6, 2020 - Tim Hansen, LA presented the program analysis and four conceptual design options for the expansion of the Burleson Memorial Cemetery.
- October 2020- City Council authorized the final design of the cemetery expansion
- The City awarded the construction for the project in November of 2021 and construction began in January





# Update

Item A.

- **Construction Timeline**

The project is currently scheduled to be complete late fall 2022. The granite cap for the fountain is on a 6 month delay.

- **Ribbon Cutting**

Will be scheduled once the final timeline has been confirmed





# General...

## ① Financial Analysis

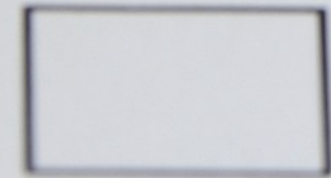
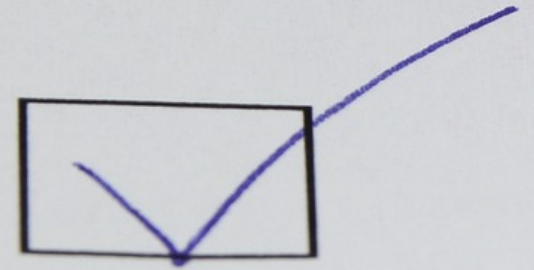
Staff is currently working with finance to provide an updated report for the board

## ② Maintenance

The cemetery maintenance was taken in house this year to provide a higher level of service

## ③ Board requests for future items

Item A.



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## Cemetery Board

**DEPARTMENT:** Parks and Recreation

**FROM:** Kerry Montgomery, Senior Administrative Secretary

**MEETING:** September 15, 2022

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**SUBJECT:**

Consider approval of the October 12, 2022 meeting. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*

**SUMMARY:**

N/A

**OPTIONS:**

- 1) Approve as presented
- 2) Approve with changes
- 3) Deny

**RECOMMENDATION:**

N/A

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

N/A

**FISCAL IMPACT:**

**STAFF CONTACT:**

Jen Basham  
Director of Parks and Recreation  
[jbasham@burlesontx.com](mailto:jbasham@burlesontx.com)  
817-426-9201



Burleson Cemetery Board  
October 15, 2021

Roll Call

Board Members Present:

Michelle Griffith  
John Weeks  
Lynn Patrick Herbert  
John Gonzales

Board Members Absent

Esmeralda Martin

Staff Present:

Jen Basham, Director  
David Lopez, Deputy Director, Parks  
Paula Skundberg, Recording Secretary

Call to Order - 5:33 PM

**1. Approve minutes from the April 6, 2021 meeting.**

Motion was made by Lynn Herbert and seconded by John Weeks to approve the minutes presented.

Motion passed 4 to 0. Absent Esmeralda Martin

**2. Citizen Appearances**

**3. Receive a report regarding cemetery expansion construction award. (Staff presenter: Jen Basham, Director)**

Staff gave a report regarding the cemetery's expansion construction contract; and recommended approval of a construction contract with Fast General Contracting LLC for the construction in the amount not to exceed \$993,799.65.

Options presented:

- Recommend approval construction contract with Fast General Contracting for cemetery expansion
- Recommend approval construction contract with changes with Fast General Contracting for cemetery expansion
- Deny approval of construction contract with Fast General Contracting for cemetery

Key discussion points:

- Project background

- Scope of cemetery expansion: plotting for flat spaces and upright monuments, infant spaces, family estates, Columaria, Committal shelter, book cenotaph and water feature
- Operations and Maintenance Cost (O&M): estimate annual O&M cost of \$26,606 (for expansion only): weekly mow-trim (added services only), monthly irrigation, ornamental landscape, amenity maintenance (signs, power washing, etc), IPM and fountain maintenance
- Bid summary: two submissions, high-\$1,047,493 and low \$946,476; 5% contingency (for lowest bid) \$47,323.79, low bid plus 5% contingency \$993,799.65
- Original budget \$787,000; overage \$206,799.65
- Funding source - Cemetery Gas royalties (cash funded project)
- Timeline - go to Council Monday, Oct. 18, 2021; 90 days for construction, completion ETA February 2022, however may extend until May 2022
- Flooding drainage and utilization of pump
- Ground breaking event scheduled for this project

Motion was made by John Weeks and seconded by Michelle Griffith to approve construction contract with Fast General Contracting LLC for constructing cemetery expansion with changes.

Motion passed 4 to 0. Absent Esmeralda Martin.

## **6. Board Requests for Future Agenda Items or Reports**

The board requested staff to email board members project status reports, including updates on the Dog Park because of it's proximity to cemetery.

## **Adjourn**

There being no further business, Michelle Griffith, Chair, adjourned the meeting at 6:00 p.m.

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Paula Skundberg, Recording Secretary