



Cemetery Board Agenda

Wednesday, November 20, 2024
6:00 PM

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

1. **CALL TO ORDER**

2. **GENERAL**

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

3. **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.

4. **REPORTS AND PRESENTATIONS**

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

5. **REQUESTS AND 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 **13th of November 2024, by 5:00 p.m.**, on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

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Cemetery Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director

MEETING: November 20, 2024

SUBJECT:

Consider approval of the minutes from the June 21, 2023 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

SUMMARY:

OPTIONS:

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

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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

Burleson Cemetery Board
Minutes
June 21, 2023
DRAFT

Roll Call

Board Members Present:

Esmerelda Martin
Jamie Jones
John Gonzales
Steve Ann Richie
Laurene Davidson
Vanessa Shimek

Board Members Absent

Jaime Ibarra
John Weeks

Staff Present:

Jen Basham, Director
David Lopez, Deputy Director, Parks
Kerry Montgomery, Senior Administrative Secretary

1. CALL TO ORDER: 6:00 PM

2. APPROVE THE MINUTES

A. Approve minutes from the May 17, 2023 meeting.

A motion was made by Jamie Jones and seconded by Steve Ann Richie to approve the minutes as presented.

The motion passed 6 - 0, with Jaime Ibarra and John Weeks being absent.

3. CITIZEN APPEARANCES

None.

4. REPORTS AND DISCUSSION ITEMS:

A. Consider recommending approval of contract amendment with Lucas and Blessing (Burleson Cemetery Operators) to include proposed fees for grave and cremation spaces for newly expanded section of Burleson Memorial Cemetery. (Staff Presenter: Jen Basham, Director of Parks and Recreation)

Staff provided a presentation of the proposed fee schedule for the cemetery to provide more details and clarity in a revised format from the May 17th meeting presentation. A discussion followed. Jamie Jones made a motion to recommend the proposed fee schedule with the following amendments: restrict old space sales to flat marker spaces only, in the new section, reduce the single space fee from \$2500 to \$2000, and baby spaces from \$500 to \$400. Vanessa Shimek seconded the motion. The motion passed 6-0 with Jaime Ibarra and John Weeks being absent.

5. Community Announcements;

None

6. Board Requests for Future Agenda Items or Reports

The board requested that the cemetery webpage be reviewed and a frequently asked question section be added, along with other details about the cemetery. Provide a financial report at the next meeting in September.

Adjourn

There being no further business, Esmerelda Martin, Chair, adjourned the meeting at 6:57 PM.

Kerry Montgomery, Senior Administrative Secretary

Cemetery Board

DEPARTMENT: Parks and Recreation
FROM: Jessica Martinez, Deputy Director of Parks
MEETING: November 20, 2024

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

November 20, 2026



Overview

- **Introductions**
- **General Updates**
- **Financial Summary**
- **Meeting Schedule Discussion**
- **Any Questions / Future Meeting Request**



General Updates

- **Well and Pond Update:**

- The pond has been filled, and potable water is now available for cemetery irrigation needs.

- **2024 Cemetery Plot Sold:**

- A total of **61** plots have been sold for the 2024 calendar year.
 - 41 – Passed and immediately buried
 - 20 – Pre-purchased

- **Cemetery Resets and Repairs:**

- **27** cemetery resets and repairs have been completed, ensuring the site remains in good condition for visitors.
 - \$20,000 allotted each year for headstone resets



Financial Summary:

	FY 22-23 Actual	FY 23-24 Adopted	FY 23-24 Revised	FY 23-24 Year End	FY 24-25 Proposed	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected	FY 29-30 Projected
Beginning Fund Balance	\$ 301,649	\$ 343,364	\$ 343,364	\$ 343,364	\$ 396,153	\$ 426,323	\$ 455,493	\$ 483,633	\$ 510,713	\$ 536,700
Total Revenues	\$ 56,879	\$ 27,000	\$ 27,000	\$ 75,000	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500
Total Expenditures	\$ 15,164	\$ 22,361	\$ 22,361	\$ 22,211	\$ 33,330	\$ 34,330	\$ 35,360	\$ 36,421	\$ 37,513	\$ 38,639
Net Revenue (loss)	\$ 41,715	\$ 4,639	\$ 4,639	\$ 52,789	\$ 30,170	\$ 29,170	\$ 28,140	\$ 27,079	\$ 25,987	\$ 24,861
Ending Fund Balance	\$ 343,364	\$ 348,003	\$ 348,003	\$ 396,153	\$ 426,323	\$ 455,493	\$ 483,633	\$ 510,713	\$ 536,700	\$ 561,561
Fund Balance % of Expenditure	2,264%	1,556%	1,556%	1,784%	1,279%	1,327%	1,368%	1,402%	1,431%	1,453%



Meeting Schedule Discussion

- **Proposed Meeting Dates:**
 - Suggested dates for upcoming meetings
 - Frequency





Questions and Future Meeting Request