



Cemetery Board Agenda

Wednesday, May 17, 2023
6:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER: 6:00 PM**

2. **APPROVE THE MINUTES**

- A. Consider approval of the January 11, 2023 minutes. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

3. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the City Council 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 City Secretary prior to addressing the City Council. Each speaker will be allowed three (3) minutes.

Please note that City Council may only take action on

4. **REPORTS AND DISCUSSION ITEMS:**

- A. Receive a report, hold a discussion, and give staff recommendations regarding history and updates on the Cemetery Expansion project for the Burleson Memorial Cemetery. (*Staff Presenter: David Lopez, Deputy Director of Parks*)

5. **GENERAL**

- 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*)

6. **COMMUNITY ANNOUNCEMENTS**

7. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

8. **ADJOURN**

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 May 2023, 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**

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: May 17, 2023

SUBJECT:

Consider approval of the January 11, 2023 minutes. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*

SUMMARY:

OPTIONS:

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

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

None

STAFF CONTACT:

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

Burleson Cemetery Board
Minutes
January 11, 2023
DRAFT

Roll Call

Board Members Present:

Jamie Ibarra
Jamie Jones
John Gonzales
Esmerelda Martin

Board Members Absent

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. General

A. Nominate and elect a Chair and Vice-Chair for the Fiscal year 2022-2023.

Esmerelda Martin nominated herself as Chair. Jamie Jones made a motion to elect Esmerelda Martin as Chair, and Jaime Ibarra seconded the motion. The motion passed 4-0, with John weeks being absent. Esmerelda Martin nominated John Weeks as Vice-Chair. Jaime Ibarra made the motion to elect John Weeks as Vice-Chair, and Jamie Jones seconded the motion. The motion passed 4-0, with John Weeks being absent.

B. Approve minutes from the September 15, 2022 meeting.

A motion was made by Jamie Jones and seconded by Jaime Ibarra to approve the minutes as presented.

The motion passed 4 to 0, with John Weeks being absent.

3. Citizen Appearances

. None

4. Reports and Discussion Items:

A. Discuss and receive an update on the City of Burleson Boards and Commissions. (Staff presenter: Monica Solko, Deputy City Secretary)

Staff updated the board with changes in policy in regards to boards and commissions, including the expansion of members, changes to terms and absentee rules.

B. Receive a report, hold a discussion, and give staff feedback regarding the re-setting of upright monuments at the Burleson Memorial Cemetery. (Staff presenter: David Lopez, Deputy Director of Parks)

The City hired a grave services company to assess the condition of all upright monuments at the Burleson Memorial Cemetery and provide a summary of severity for leaning monuments. The assessment also included specifications for re-setting monuments level with grade in a manner that would minimize leaning in the future. The City used the specifications to bid and award a contractor to repair the most severely leaning monuments according to the assessment. A discussion followed.

C. Receive a report, hold a discussion, and give staff feedback regarding proposed revisions to the Rules and Regulations for the Burleson Memorial Cemetery as it pertains to the installation of monuments. (*Staff presenter: David Lopez, Deputy Director of Parks*)

To address concerns with leaning upright monuments in the cemetery, staff is recommending revision to the Rules and Regulations for the Burleson Memorial Cemetery. The revisions would include enhancing the specifications for monument installation and foundations to minimize the need for re-setting monuments in the future due to ground shifting. A discussion followed.

5. Community Announcements;

CityFest, February 2, 2023 4:30 – 7:00 PM
Ribbon Cutting for Burleson Memorial Cemetery Expansion in March 2023

6. Board Requests for Future Agenda Items or Reports

None

Appreciation of Service plaques were presented to former members in attendance, Michelle Griffith – Chair and Lynn Patrick Herbert.

Adjourn

There being no further business, Esmerelda Martin, Acting Chair, adjourned the meeting at 6:35 PM.

Kerry Montgomery, Senior Administrative Secretary

Cemetery Board

DEPARTMENT: Parks and Recreation

FROM: David Lopez, Deputy Director of Parks

MEETING: May 17, 2023

SUBJECT:

Receive a report, hold a discussion, and give staff recommendations regarding history and updates on the Cemetery Expansion project for the Burleson Memorial Cemetery. (*Staff Presenter: David Lopez, Deputy Director of Parks*)

SUMMARY:

Provide updates on the Cemetery Expansion Project to include a brief overview and status update to include the upcoming in-service date.

STAFF CONTACT:

David Lopez, CPRP
Deputy Director of Parks
dlopez@burlesontx.com
817-426-9297

Cemetery Expansion Construction Updates

Cemetery Board - May 17, 2023

Staff Presenter: David Lopez, Deputy Director of Parks

Overview

Item A.

- 1 **Background**
- 2 **Project Summary**
- 3 **Budget and Timeline**

Background

- March 2020 - Council approved contract approved with Tim Hansen, ASLA for cemetery expansion concepts and schematics
- February 2021 - with recommendations from Parks Board and Cemetery Board, Council approved a concept and construction design contract with Tim Hansen
- October 2021 - Council awards construction contract with Fast General Contracting
- November 2021 - Construction began, project delayed multiple times for supply chain, weather, and design amendments, scheduled to be complete May 2023

Cemetery Expansion Scope

Plotting for flat spaces and upright monuments
Infant spaces
Family estates
Columbaria
Committal shelter
Book cenotaph
Water feature

PLAN DESCRIPTION

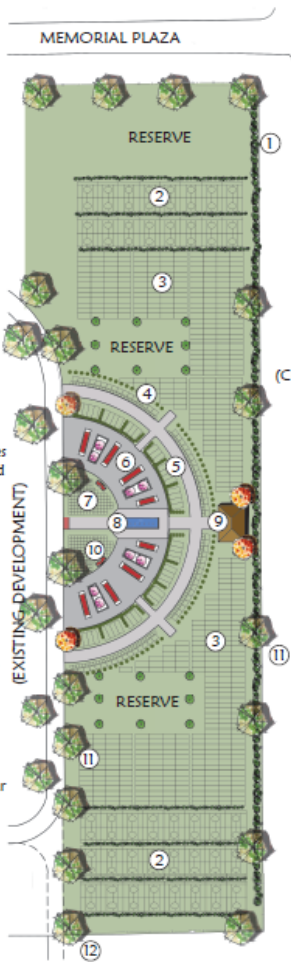
Burleson Memorial Cemetery consists of approximately 7.0 acres, 5 of which are developed. This plan describes how 1.5 acres might be developed to provide a more complete range of products for the citizens of Burleson and its surrounding area. New products will accommodate a balance of cremation, flat and upright monuments, baby spaces, family estates, and committal services in a central area near a calming water feature. When combined with existing inventory and improving problem areas in Section 1 and others, the new development should result in an attractive, market-driven plan to move the cemetery into the 21st century.

As illustrated at left, the design establishes a symmetrical arrangement of different products in a courtyard with many structures and hedges. For this reason, it is surrounded by an open lawn of flat markers for visual relief in the landscape.

Undeveloped property to the south will remain open for the next 30 years or so, when community may demand additional expansion.

Three areas designated as "RESERVE" are intentionally left open to be flexible in how they might be used.

This plan was prepared with the help of a local funeral home, the Burleson Parks Department, and City staff. It is intended to be a guide for implementation in the near future. This plan should be updated in five years so that the product mix accurately reflects the market that continues to evolve.



KEY

- 1 EVERGREEN HEDGE
- 2 MONUMENT PRIVILEGE
- 3 FLAT MARKERS
- 4 INFANT SPACES
- 5 FAMILY ESTATES
- 6 COLUMBARIA IN PAVERS
- 7 URN SPACES
- 8 WATER FEATURE
- 9 COMMITTAL SHELTER
- 10 BOOK CENOTAPH
- 11 SHADE TREES
- 12 RENOVATED IRRIGATION POND

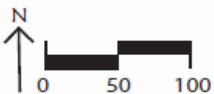
INVENTORY ANALYSIS

PRODUCT	SPACES	%
Upright Monuments	320	15
Flat Markers	576	27
Cremation Spaces	300	14
Columbarium Niches	720	33
Family Estates	44	2
Baby Spaces	190	9
	2150	

If the current absorption rate of 50 sales per year is maintained, this plan will accommodate 43 years' of sales.

BURLESON MEMORIAL CEMETERY

ILLUSTRATIVE MASTER PLAN



Tim Hansen, ASLA





Committal Shelter



Columbarium Niches

Water Feature



Book Cenotaphs





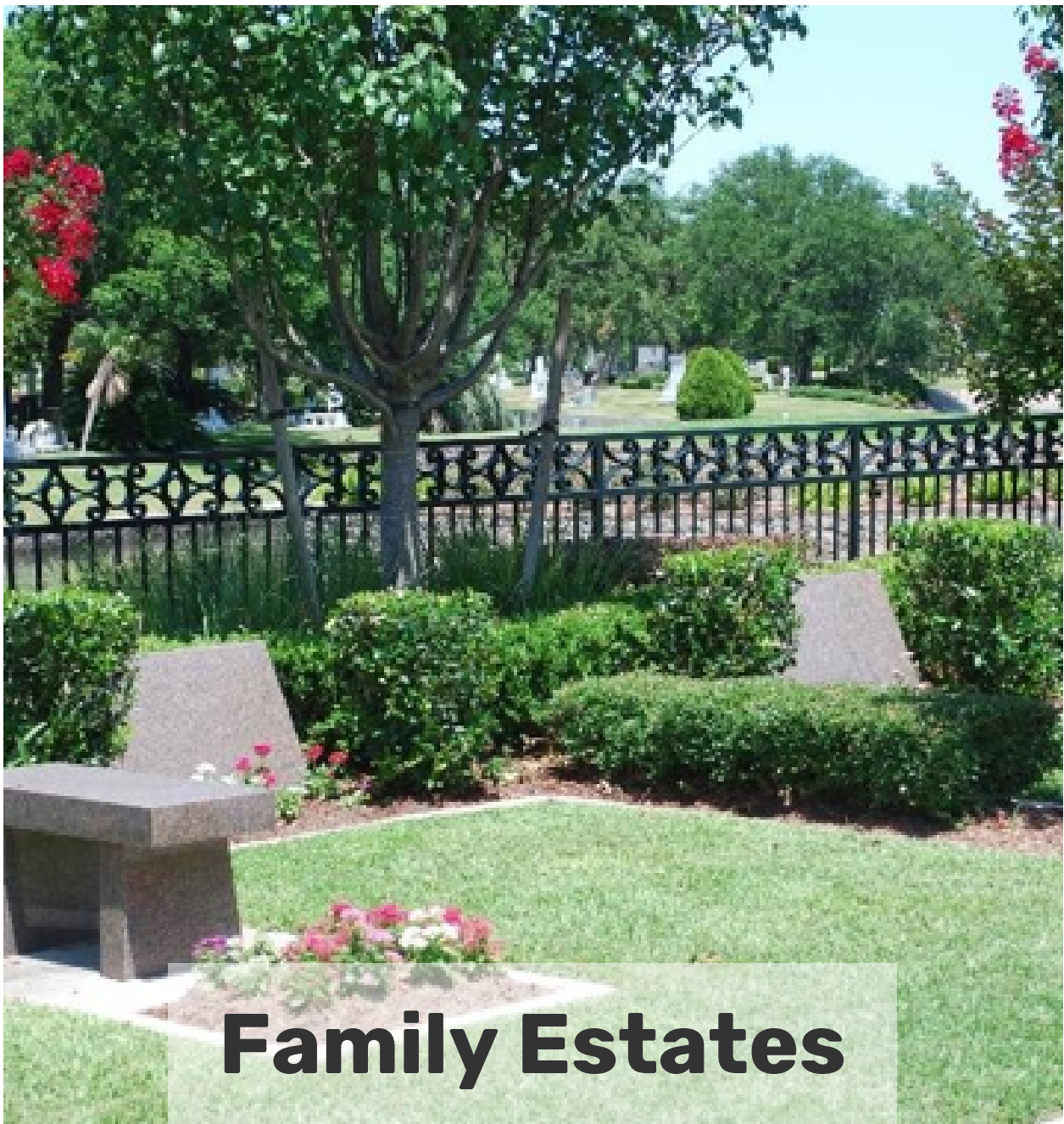
Item A.



Flat Spaces



Upright Monuments



Family Estates

Budget and Timeline

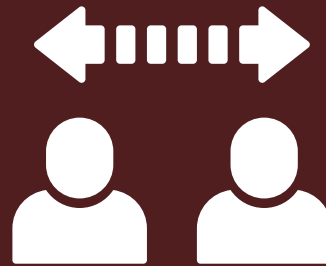
Item A.

- Construction award: \$993,799.65
- Construction complete and lot pinning services in process
- Final inspection held-5/17/23
- Ribbon-cutting scheduled for 5/23/23



Questions, Answers and Feedback

Item A.



Cemetery Expansion Proposed Space Fees

Cemetery Board - May 17, 2023

Overview

Item A.

- ① **Cemetery Operations**
- ② **Cemetery Management Contract**
- ③ **Current Fees**
- ④ **Benchmarking**
- ⑤ **Proposed Fees**

Cemetery Operations

Item A.

Parks and Recreation

- Contract management and oversight
- Grounds maintenance and operations
- Rule and ordinance compliance
- Capital program and assets management (excludes grave monuments)

City Secretary's Office

- Official record keeper and space fee remittance collections

Cemetery Management Contractor

- Sales, marketing, billing, fee collections, and pertinent accounting
- Burials and graveside services coordination
- Records retention and submissions from sales/burials

Space Owner

Adhere to cemetery rules and regulations, ensuring decor and monuments meet ordinance standards

Cemetery Management Contract

Item A.

- Contractor: Burleson Cemetery Operators LLC dba Lucas and Blessing
 - Executed: November 12, 2018
 - Term: 10 years with two 5-year renewal options that must be approved by City Council
 - Items subject to fees:
 - Burial lot sales
 - "Extraordinary burial structures" e.g. columbaria, scatter gardens, etc.
 - Remittance fee to City: 65%
 - Fee increases greater than 10% from previous year must be approved by Council
- Fees have not increased since 2016



Current Space Fees (Original Section)

Item A.

Fees applicable to contract:

- Single grave space: \$1,450
- Companion space (double-depth): \$2,350
- Baby Space: \$245
- Second interment right: \$900



Benchmarking Comparable Cemeteries

Item A.

Cemetery grave pricing reviewed to ensure adherence to current market rates for newly expanded area

- Bear Creek Cemetery - similar to Burleson as recently reinvented cemetery
- Laurel Land Cemetery - close in proximity and class
- Mansfield Cemetery - close in proximity and class
- Mt. Gilead - good model to consider for columbarium management and pricing currently managed by Lucas and Blessing
- Skyvue Cemetery - close in proximity and class
- **Other local cemeteries not recommended to compare to new Burleson improvements**



Benchmarking Prices

Burleson Memorial Cemetery - Expansion Price Projections 2023						
	Burial Space - Flat	Burial Space - Upright	Cremation Space	Cremation Niche	Baby Space	Double Depth
Mansfield City Cemetery	\$2,000	\$2,000	n/a	n/a	n/a	n/a
Skyvue Memorial Park	\$920	n/a	n/a	\$2,170-3,190	\$300-600	\$200
Laurel Land Memorial Park	\$3,995-6,695	\$6,695	n/a	\$4,495	\$695	\$2,795
Bear Creek Cemetery	\$3,000	\$3,000	\$1,200	n/a	\$800	n/a
Mt. Gilead Cemetery	n/a	n/a	n/a	\$2,200	n/a	n/a

Laurel Land uses tiered pricing depending on location of space

Fee Proposals (Expansion Area Only)

Burleson Memorial Cemetery - Expansion Price Projections Two-tier Model

Proposed fees for new, irrigated, and improved spaces (use existing fees in old section)

Total Project Cost: \$993,799.65

	Available Spaces	Percentage of Inventory	Evenly Distributed Cost	Price Per Space	Total Revenue
Adult Space - Upright Monuments	320	15%	\$149,069.95	\$2,500	\$800,000
Adult Space - Flat Monuments	576	27%	\$268,325.91	\$1,700	\$979,200
Cremation Space	300	14%	\$139,131.95	\$995	\$298,500
Cremation Niches	128	33%	\$327,953.88	\$2,200	\$281,600
Family Estates - 4 Plots	8	1.5%	\$14,906.99	\$15,000	\$120,000
Family Estates - 3 Plots	4	0.5%	\$4,969.00	\$11,250	\$45,000
Baby Spaces	190	9%	\$89,441.97	\$500	\$95,000
Total:	1526	100%	\$993,799.65		\$2,619,300

***Burleson Total Net**
\$1,056,575

*Minus partnership agreement

Fee Proposals (Expansion Area Only)

Using existing space fees

Burleson Memorial Cemetery - Expansion Price Projections 2023 at Existing Rates

Existing fees used for new, irrigated, and improved spaces

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\$931,483**

*Spaces not featured in current pricing model, proposed fee used

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Options

Item A.

Staff Recommendation



**Recommend approval of fees
as presented**



**Recommend approval of fees
with changes**



**Recommend rejection of fees
as presented for new study
and assessment**

Cemetery Board

DEPARTMENT: Parks and Recreation

FROM: Jen Basham, Director of Parks and Recreation

MEETING: May 17, 2023

SUBJECT:

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*)

SUMMARY:

To amend operating contract with Lucas and Blessing to include fees for all grave and creation space types featured in newly expanded section of the Burleson Memorial Cemetery.

OPTIONS:

- 1) Recommend approving as presented
- 2) Recommend approving with changes
- 3) Recommend denial of fees as presented

RECOMMENDATION:

Staff recommends approving as presented.

STAFF CONTACT:

Jen Basham, CRPE
Director of Parks and Recreation
jbasham1@burlesontx.com
817-426-9201

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Staff Presenter: David Lopez, Deputy Director of Parks

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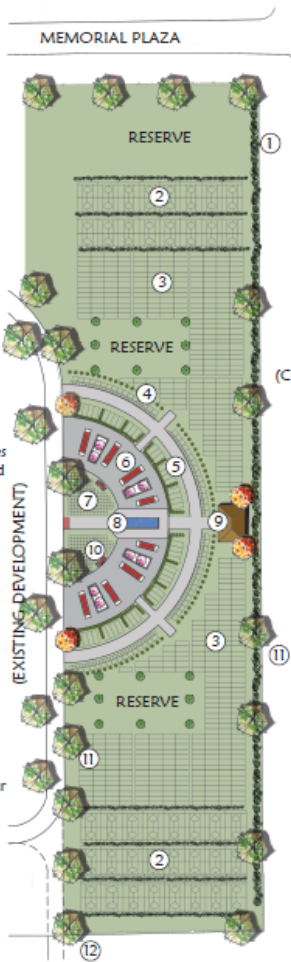
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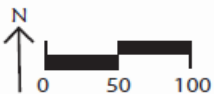
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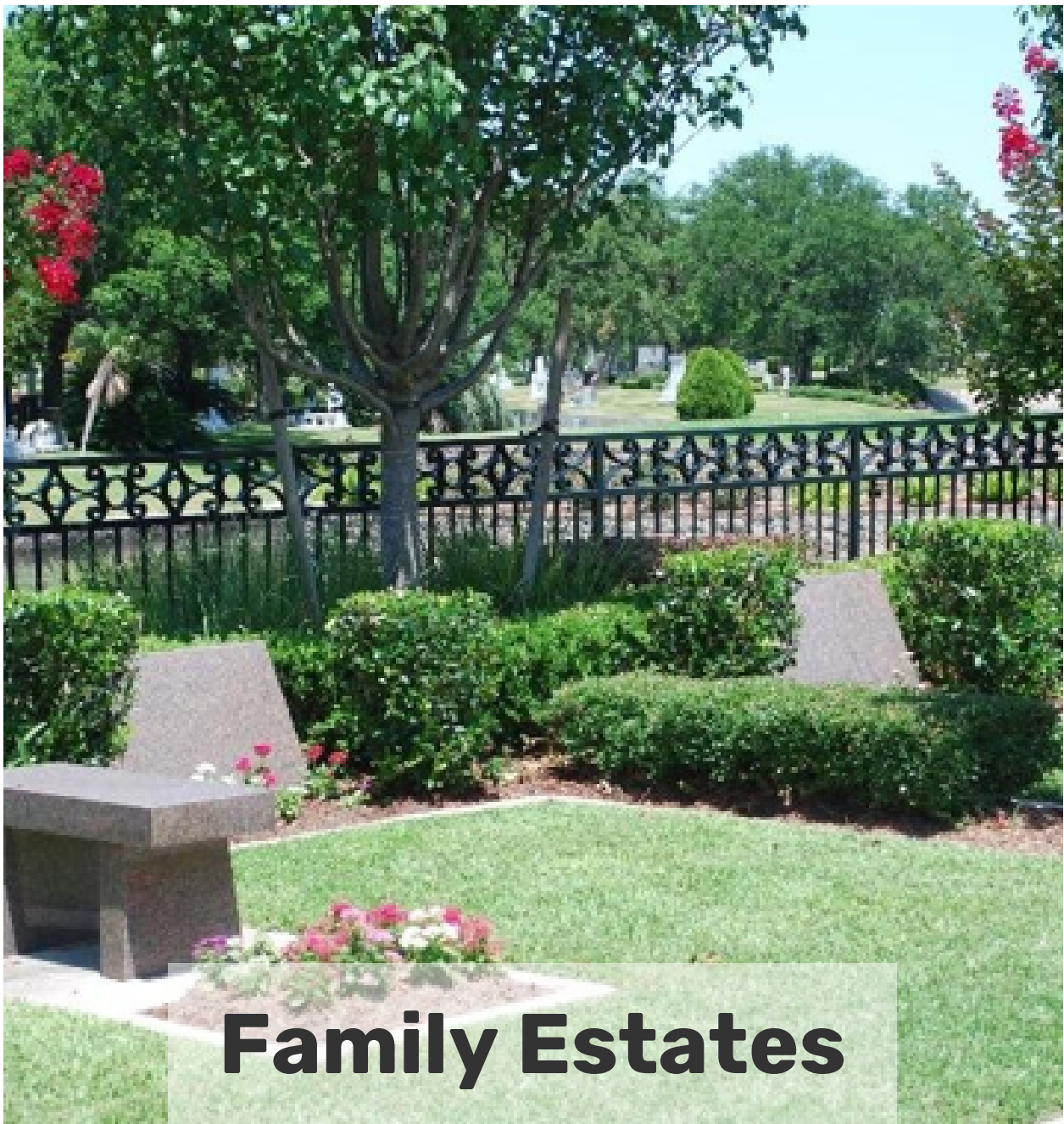
Item A.



Flat Spaces



Upright Monuments



Item A.



Family Estates

Budget and Timeline

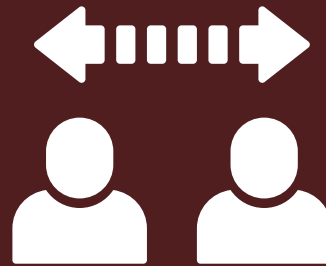
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Questions, Answers and Feedback

Item A.





Cemetery Expansion Proposed Space Fees

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Fee Proposals (Expansion Area Only)

Using existing space fees

Burleson Memorial Cemetery - Expansion Price Projections 2023 at Existing Rates

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Options

Item A.

Staff Recommendation



**Recommend approval of fees
as presented**



**Recommend approval of fees
with changes**



**Recommend rejection of fees
as presented for new study
and assessment**