



Cemetery Board Agenda

Wednesday, January 11, 2023
6:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. Call to Order

2. General

A. Nominate and elect a Chair and Vice-Chair for the committee for the Fiscal Year 2022-23 term. (*Jen Basham, Director of Parks and Recreation*)

B. Consider approval of the minutes from the September 15, 2022 meeting. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

3. Citizen Appearances

Each person in attendance who desires to speak to the Cemetery 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 city board secretary prior to addressing the board. Each speaker will be allowed three minutes to speak.

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

4. Reports and Discussion Items:

A. Discuss and receive an update on the City of Burleson Boards and Commissions. (*Staff contact: Amanda Campos, City Secretary*)

B. Receive a report, hold and 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*)

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*)

5. Community Announcements

6. Board Requests for Future Agenda Items or Reports

7. Adjourn

Staff contact:
Jen Basham
Director of Parks and Recreation

jbasham@burlesontx.com
817-426-9201

CERTIFICATE

I hereby certify that the above agenda was posted on this the 6th of January 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: January 11, 2023

SUBJECT:

Nominate and elect a Chair and Vice-Chair for the committee for the Fiscal Year 2022-23 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.

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: January 11, 2023

SUBJECT:

Consider approval of the minutes from the September 15, 2022 meeting. *(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)*

SUMMARY:

OPTIONS:

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

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

None

STAFF CONTACT:

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

Burleson Cemetery Board
Minutes
September 15, 2022

DRAFT

Roll Call

Board Members Present:

Michelle Griffith
John Weeks
Lynn Patrick Herbert
John Gonzales
Esmerelda Martin

Board Members Absent

Staff Present:

Jen Basham, Director
David Lopez, Deputy Director, Parks

Call to Order - 6:00 PM

1. Approve minutes from the October 15, 2021 meeting.

The agenda identified the minutes from October 16, 2022 in error. Motion was made by John Weeks and seconded by Lynn Patrick Herbert to approve the minutes as presented from October 16, 2021.

Motion passed 5 to 0.

2. Citizen Appearances

3. 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).

Staff updated the board in regards to the current status of the cemetery expansion. The grading, flat work, irrigation are complete. The shelter is currently under construction. We hope to have a ribbon cutting by the end of the year. The granite cap on the water fountain will be complete in six months due to supply chain issues.

Parks staff has assumed the responsibility of maintenance to provide a higher level of service. The flower bed has been removed and will be replaced along with a new monument sign at the entrance, prior to the ribbon cutting. A discussion followed.

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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 its proximity to cemetery.

Adjourn

There being no further business, Michelle Griffith, Chair, adjourned the meeting at 6:33 p.m.

Kerry Montgomery, Senior Administrative Secretary

Cemetery Board

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: January 11, 2023

SUBJECT:

Discuss and receive an update on the City of Burleson Boards and Commissions. (*Staff contact: Amanda Campos, City Secretary*)

SUMMARY:

Discuss and receive an update on the City of Burleson Boards and Commission.

OPTIONS:

N/A.

RECOMMENDATION:

N/A.

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

N/A.

FISCAL IMPACT:

N/A.

STAFF CONTACT:

Name: Amanda Campos, TRMC
Department: City Secretary's Office
Email: acampos@burlesontx.com
Phone: 817-429-9665

Cemetery Board

DEPARTMENT: Parks and Recreation
FROM: David Lopez, Deputy Director of Parks
MEETING: January 11, 2023

SUBJECT:

Receive a report, hold and 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*)

SUMMARY:

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.

RECOMMENDATION:

Staff is seeking feedback and input from Cemetery Board regarding this project.

STAFF CONTACT:

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



Cemetery Monument Re-setting Project

Cemetery Board
January 11, 2023

Item B.

Overview

Item B.

- ① Background
- ② Scope of Work
- ③ Fiscal Impact
- ④ Timeline

Background

Item B.

- Upright monuments shifted over time due to grave settling and ground shifting
- Severely leaning monuments created inconsistent look and in some cases collapsed
- Staff hired grave services company to assess and provide summary of leaning monuments
- Most severely leaning monuments were prioritized for reinstallation and re-setting
- Re-setting services bids were solicited and Rodriguez Graveside Services was awarded
- Monument contacts on file notified



Scope of Work

Item B.

82 monuments total - deemed most severely tilted or leaning from contractor assessment

- Remove monument
- Set new foundation with piers
 - 2 piers with rebar for monuments under 36 inches and 3 piers for larger monuments
 - 6-inch foundation using 3,000 psi concrete and no. 3 rebar with 6-inch grid
- Replace monument
- All services warrantied for life of monument



Fiscal Impact

Item B.



- Companies solicited: 4
- Responsive bids: 2
- Bid Range:
 - High \$60,120
 - Low \$48,746
- Award:
 - Contractor: Rodriguez Graveside Services Inc.
 - Bid:\$48,746
- Funding source: Cemetery Royalty Fund

Continuous Improvement

Item B.



- Funds to be budgeted annually from Cemetery Royalties Fund to repair additional headstones
- Repair triage will be based upon third-party assessment of most severely leaning headstones
- Bidding for repairs to transpire at beginning of each fiscal year
- Process will continue until all severely leaning headstones are addressed
- City working enhancing specifications for new headstone installations to mitigate need for future repairs

Estimated Timeline

Item B.



Questions or feedback?

Cemetery Board

DEPARTMENT: Parks and Recreation
FROM: Jen Basham, Parks and Recreation Director
MEETING: January 11, 2023

SUBJECT:

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.

SUMMARY:

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 ground shifting.

RECOMMENDATION:

Staff is seeking feedback and input from the Cemetery Board regarding proposed changes.

STAFF CONTACT:

Jen Basham, CPRE
Parks and Recreation Director
jbasham@burlesontx.com

817-426-9201

Cemetery Monument Installation Policy

Cemetery Board
January 11, 2023



Overview

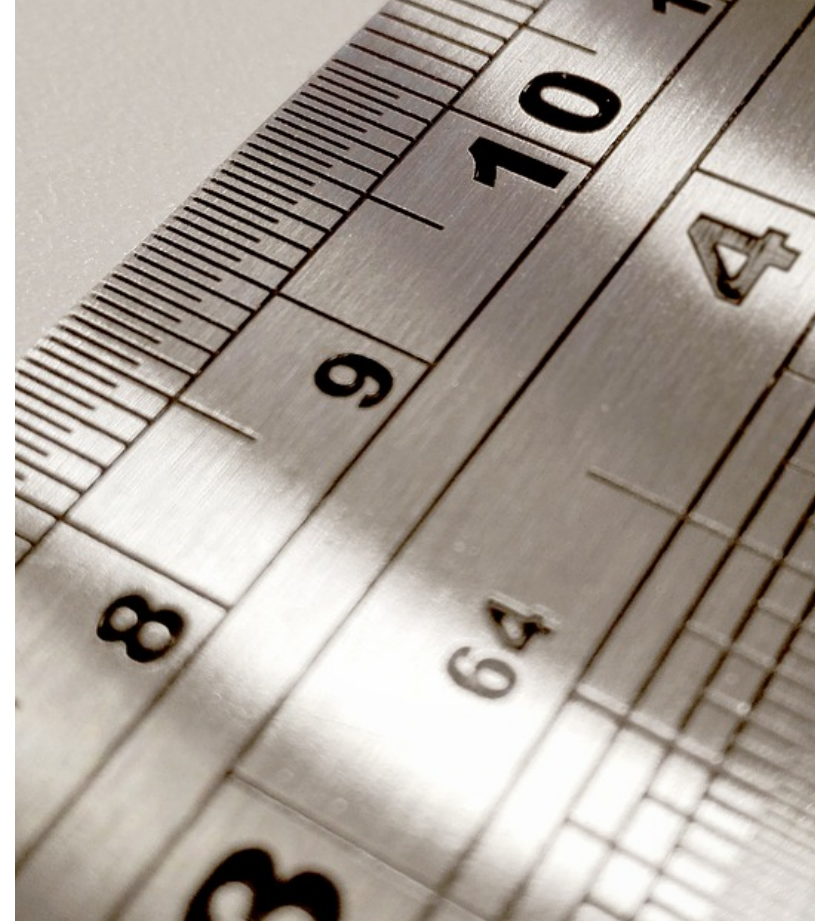
Item C.

- ① Background
- ② Current Policy
- ③ Proposed Policy
- ④ Impacts
- ⑤ Timeline

Current Policy – Management Agreement

Item C.

- Effective November 12, 2018
- Agreement between City and Lucas and Blessing
- Term: 10 years with two (2) five (5) year renewal options
- Fees subject to agreement:
 - Burial lot sales (65% remitted to City)
- Outlines responsibilities of City and Contractor
- Addresses management, operation, lot sales, and maintenance
- Does not address details or requirements of monument installation specification



Current Policy – Rules and Regulations

Item C.

- Effective date: July 10, 2007 (dating back to previous agreement)
- Addresses cemetery operations and rules
- Outlines monument installation process and foundation specifications but requires updated details for optimal installation



Proposed Policy Changes and Impacts

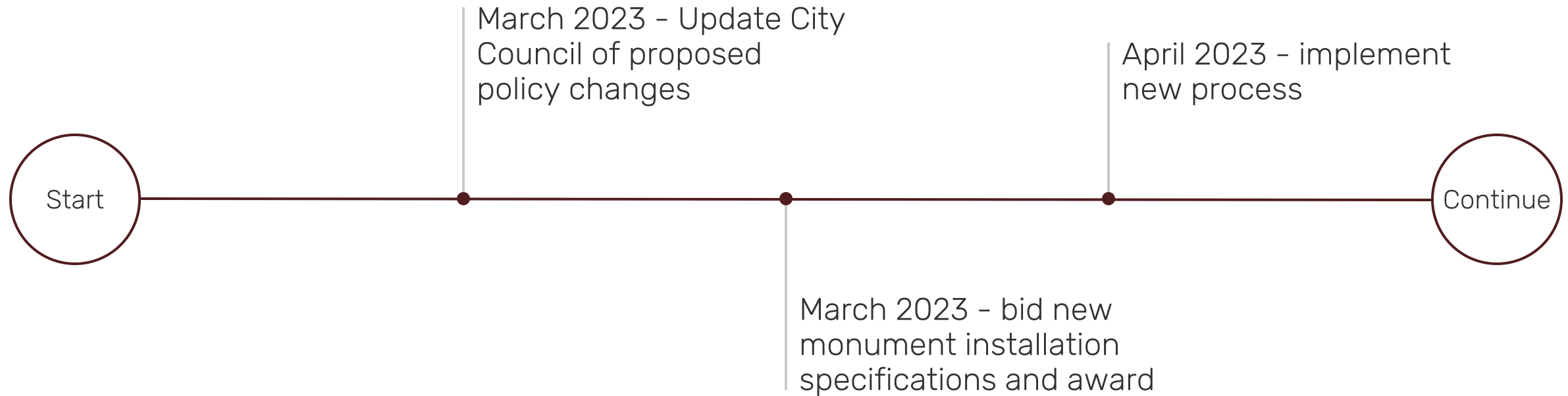
Item C.

- Update the Rules and Regulations document to include specifications related to monument installation
- Require the cemetery to bid out new installation specifications for sole installation contractor for 5-year contract (remaining term of Management Agreement prior to renewal option terms)
- Current price for foundation is \$0.75/sq. inch
 - Through proper bidding and procurement, new specifications will not likely cause an increase in cost



Estimated Timeline

Item C.



Questions or feedback?