

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.

Paula Skundberg, Recording Secretary