I. Call to Order

II. Roll Call

III. 30 Minute Citizen Comment Period:
Each speaker will be provided up to three minutes to speak. Persons wishing to participate (speak) during the Citizen Comment portion of the meeting virtually must email jcase@sanmarcostx.gov prior to 12:00 p.m. the day of the meeting. A call-in number/link will be provided for participation. Written comments can also be submitted to jcase@sanmarcostx.gov for distribution to the board prior to the meeting. Those wishing to speak in person may sign up in person on the day of the meeting. Each speaker signed up prior to the meeting being called to order will be called in the order in which they signed-up.

MINUTES

1. Consider approval, by motion, of the November 15, 2023, regular meeting minutes.

ACTION

2. Consider approval of the annual renewal of the contract for Management & Operations of the San Marcos Cemetery with Gene Bagwell, DBA Maintenance Management for the term of April 1, 2024 – March 31, 2025 in the amount of $172,244.11.

DISCUSSION

3. Hold discussion regarding the request to establish a Jewish area in the cemetery.

4. Receive a staff update and hold discussion regarding the results of the ground penetrating radar project.

5. Receive a staff update on Wreaths Across America.
6. Hold discussion regarding the request to film and/or hold special events in the cemetery.

REPORTS

7. Receive a staff update regarding the possibility of offering larger niche space to hold larger urns in future columbariums.

8. Receive a brief report from scheduled commissioners who checked the condition of the cemetery and update the schedule.

9. Receive a brief staff report on the status of the cemetery expansion project.

FUTURE AGENDA ITEMS

10. Commission Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.

IV. Question and Answer Session with Press and Public.
This is an opportunity for the Press and Public to ask questions related to items on this agenda.

V. Adjournment

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

For more information on the Cemetery Commission, please contact the Parks and Recreation Department at parksinfo@sanmarcostx.gov
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For more information on the Cemetery Commission, please contact the Parks and Recreation Department at parksinfo@sanmarcostx.gov.
I. Call to Order
The meeting was called to order at 4:03 pm by Vice Chair Commissioner Gina Eben.

II. Roll Call

Commissioners Present
Clay Sullivan
Fay Cliett Gillham
Gina Eben
Brenda Butler
Cindy Casparis

Commissioners Absent
Tim Bauerkemper
Patsy Pohl

Staff Present
Jessica Ramos, Assistant Director
Bert Stratemann, Operations Manager
Valerie Valdez, Administrative Coordinator

III. 30 Minute Citizen Comment Period: Each speaker signed up prior to the meeting being called to order will be called in the order in which they signed-up. Each speaker will be provided up to three minutes to speak. Persons wishing to participate (speak) during the Citizen Comment portion of the meeting must email jcase@sanmarcostx.gov prior to 12:00 p.m. the day of the meeting. A call-in number/link will be provided for participation. Written comments can also be submitted to jcase@sanmarcostx.gov for distribution to the board prior to the meeting.

- No comments were made.

MINUTES

1. Consider approval, by motion, of the October 26, 2023, regular meeting minutes.

A motion was made by Fay Cliett Gillham, seconded by Brenda Butler, to approve the October 25, 2023, Regular Meeting minutes.

The motion carried by the following vote:

For: 4 - Clay Sullivan, Fay Cliett Gillham, Gina Eben, Brenda Butler

Against: 0 -

Absent: 3 - Cindy Casparis, Tim Bauerkemper, Patsy Pohl
DISCUSSION

Note: Cindy Casparis arrived at 4:06PM

2. Hold discussion regarding the request to establish a Jewish area in the cemetery.

Jamie Lee stated David Sergi and the Rabbi had not responded to her email at this time. We will keep this item on the agenda for the next scheduled meeting. Brenda Butler asked how many lots were requested. Jamie Lee stated 100 lots have been requested. Fay Cliett Gillham asked if the lots are ready for sale. Jamie Lee stated that the expansion area is in the design phase. Jamie Lee referred to Gene Bagwell regarding the request for a fence to be placed around the proposed lots. Gene Bagwell stated that vegetation such as shrubs and trees have been used in lieu of placing a fence. Jamie Lee explained that the commissioners would be able to ask their questions of the presenters. She also suggested that the commission could create a subcommittee if they choose to do so.

3. Hold discussion regarding the possibility of offering larger niche space to hold larger urns in future columbariums.

Gina Eben explained that this item was placed due to Shannon Fitzpatrick’s inquiry of oversized niche spaces. Valerie Valdez presented to the commission that our current columbarium niches can hold up to two urns or one oversized urn. Jamie Lee stated that the ossuary well is available if someone needed additional space. Valerie Valdez stated that another alternative to using a niche is to place cremains in a lot. The commissioners agreed that they would like a staff to update with more information from the columbarium vendor regarding the sale of oversized niches.

ACTION

4. Consider approval of the 2024 Cemetery Commission Meeting Calendar.

A motion was made by Clay Sullivan, seconded by Fay Cliett Gillham, to approve the 2024 Cemetery Commission Meeting Calendar.

The motion carried by the following vote:

For: 5 - Clay Sullivan, Fay Cliett Gillham, Gina Eben, Brenda Butler, Cindy Casparis
Against: 0 -
Absent: 2 - Tim Bauerkermer, Patsy Pohl
5. Discuss and consider action regarding the language and requirements provided within Section 22.010. Interments of the Cemetery Ordinance. Edits to subsection (f) The maximum number of placements per columbarium niche is one cremation.

Cindy Casparis and Fay Cliett Gilham requested additional information about the edits. Jamie Lee gave a review about the last meeting. She stated the intent of the edits are to accommodate the dimensions of current and future columbariums, so that the commission does not have to update the ordinance each time a columbarium is placed. The commissioners reviewed the proposed sentence and decided adding “manufacturer’s intended design” would suffice.

A motion was made by Cindy Casparis, seconded by Clay Sullivan, to amend the proposed edits to include the word “manufacturer’s.”

The motion carried by the following vote:

For: 5 - Clay Sullivan, Fay Cliett Gillham, Gina Eben, Brenda Butler, Cindy Casparis

Against: 0 -

Absent: 2 - Tim Bauerkemper, Patsy Pohl

A motion was made by Fay Cliett Gilham, seconded by Cindy Casparis, to approve the amended edits to subsection (f) The maximum number of placements per columbarium niche is one cremation.

The motion carried by the following vote:

For: 5 - Clay Sullivan, Fay Cliett Gillham, Gina Eben, Brenda Butler, Cindy Casparis

Against: 0 -

Absent: 2 - Tim Bauerkemper, Patsy Pohl

REPORTS

6. Receive a brief staff update on the ground penetrating radar project.

Jamie Lee stated there is no update at this time. This item will remain on the agenda for the next meeting.

7. Receive a brief report from scheduled commissioners who checked the condition of the cemetery.

Brenda Butler stated the cemetery looks green and great. Cindy Casparis said the cemetery looks good. Gene Bagwell stated the cemetery cleanup is complete. Fay Cliett
Gillham stated the crepe myrtles look good as well. Gina Eben asked when the city horticulturist will be planting in the entrance of the cemetery. She stated the Garden Club has put out a call for donations of poinsettias to fill the entrance planter box. Staff will follow up with Alex VonRosenburg about the planting.

8. Receive a brief staff report on the status of the cemetery expansion project.

Jamie Lee stated Parks is working with the Engineering department to ensure the cemetery expansion project is working in tandem with the Ranch Road 12 expansion project in progress. She stated a detention pond may have to be installed.

IV. Question and Answer Session with Press and Public.
This is an opportunity for the Press and Public to ask questions related to items on this agenda.

No comments were made.

V. Adjournment

FUTURE AGENDA ITEMS

9. Commission Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.

- Update on Wreaths Across America
- Discussion regarding filming in the cemetery

IV. Question and Answer Session with Press and Public.
This is an opportunity for the Press and Public to ask questions related to items on this agenda.

- No were no questions from the Press or Public.

V. Adjournment

Cindy Casparis moved to adjourn at 4:46 PM. Clay Sullivan seconded the motion.

_________________________________________________________                        ____________________________________________________
Cemetery Commission Chair                                           Staff Liaison
JANUARY 2, 2024

Management & Operations of the San Marcos Cemetery

Annual Contract

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<td>3.1% Increase of $5,179.02</td>
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<tr>
<td>YEARLY AMOUNT</td>
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Our current annual contract for Management & Operations of the San Marcos Cemetery with Gene Bagwell dba Maintenance Management awarded April 2017 expires on March 31, 2024. Within the terms and conditions of the contract, the City has the option to extend the original contract for nine (9) additional one (1) year periods.

The contract price for any extension period shall be adjusted on a percentage amount equal to the net percentage change from the previous year in the Consumer Price Index (CPI) for Wage Earners and Clerical Workers as published by the United States Department of Labor, Bureau of Labor Statistics, not to exceed 3.5% change.
ORDINANCE NO. 2023-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AMENDING CHAPTER 22, CEMETERIES, OF THE SAN MARCOS CITY CODE BY, AMONG OTHER THINGS, CORRECTING TYPOGRAPHICAL ERRORS IN VARIOUS SECTIONS AND AMENDING SECTIONS 22.013 AND 22.014; ADOPTING A FEE SCHEDULE RELATED TO THE USE AND OPERATION OF THE CEMETERY; PROVIDING FOR THE REPEAL OF ANY CONFLICTING PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:

SECTION 1. Chapter 22, Cemeteries, of the San Marcos City Code is hereby amended to read as follows (Added text is indicated by underlining. Deleted text is indicated by strikethroughs.):

Sec. 22.001. Definitions.

In this chapter:

Block means a group of multiple contiguous lots.

Caretaker means the person employed by the city or by the city's cemetery maintenance contractor to oversee the operation and maintenance of the cemetery. Unless otherwise stated, the caretaker may delegate his duties and authority under this chapter to an authorized representative.

Cemetery means the San Marcos Cemetery.

Columbarium means a structure at the cemetery with niches for the placement of funeral urns.

Crypt means an area of the city-owned mausoleum for the interment of one person in a casket, or cremains for up to 12 persons.

Decoration means any item that is not a monument.

Ecofriendly means the interment of a deceased person in the soil in a manner that does not inhibit decomposition but allows the body to be naturally recycled.

Lot means a parcel of property defined as a lot on the official plat maps of the cemetery, intended for the interment of up to two persons in caskets or up to six cremains.

Monument means a headstone, grave marker or similar permanent object of stone, bronze, or concrete that serves as a memorial to a person interred in the lot.
upon which the monument is located.

Niche means a space in a columbarium intended for the placement of a funeral urn containing the cremains of one person.

Section means a group of contiguous multiple blocks.

Sec. 22.005. Purchase of certificates for the right of interment in lots, mausoleum crypts, or niches.

(a) All purchasers of certificates for the right of interment in cemetery lots, mausoleum crypts, or columbarium niches must first select from the available lots, crypts or niches at the cemetery. Such certificates may be purchased from the city. The placement or use of private mausoleums at the cemetery is prohibited.

(b) Upon payment of the entire purchase price for a certificate for the right of interment is a designated lot, mausoleum crypt of columbarium niche, the city will issue the certificate which reserves the cemetery lot, crypt, or niche for use by the purchaser or the purchasers heirs, successors or assigns.

(c) Each certificate for the right of interment will be issued to only one person including a designated representative under subsection (d).

(d) When there are two or more purchasers of a certificate for the right of interment in a lot, crypt, or niche, the purchasers may designate one or more persons to represent the purchasers regarding the certificate and file written notice of the designation with the city. In the absence of a notice, the city is authorized to permit an interment in a lot, crypt, or niche at the request or direction of any registered co-purchaser of the property.

(e) All cemetery certificates for the right of interment will grant to the purchaser only the right to use the lot, crypt, or niche for interment of only human remains, subject to the requirements of this chapter.

(f) The price for each certificate for the right of interment in a lot, crypt or niche is established by the city council according to the number of lots, crypts or niches reserved for use by the certificate.

(g) A person desiring to purchase a certificate for the right of interment may pay the total purchase price or choose to set up an account with the city and pay the purchase price over an extended period of time according to the terms set out in this section. However, the city reserves the right to refuse interment in any lot, crypt or niche for which the full purchase price has not been paid. A certificate for the right of interment will not be issued for any lot, crypt, or niche until the full purchase price has been paid.

(h) A person desiring to pay the purchase price over time must enter into
an agreement with the city. This agreement will provide that the city will, in a default, refund the entire amount paid by the purchaser, less an administrative fee established by the city council.

(i) A person desiring to pay the purchase price over time will be required to pay an initial deposit of at least 10 percent of the cost of the certificate. The remaining balance shall be paid within 12 months of the initial deposit. Purchases of eight or more certificates must be paid in full at the time of purchase. Purchases of 10 or more certificates are not permitted unless approved by the San Marcos Cemetery Commission.

Sec. 22.006. Transfer of lots.

(a) The purchaser of a certificate for the right of interment in a lot, crypt or niche may transfer the certificate only by a written instrument.

(b) The transferee must register the transfer of the certificate with the city. All transfers are subject to section 22.005. The city may refuse to register a transfer if the purchase price for the certificate has not been paid in full. In the event a transfer is requested when the purchase price has not been paid in full, the person receiving the certificate will assume full responsibility for such payment prior to receiving a certificate for the right of interment.

Sec. 22.007. Repurchase of certificates by city.

A the purchaser or holder of a certificate of a right of interment may apply with the city to sell the certificate to the city. The city may, at its option, repurchase certificate at the price designated by the city council and on file in the city clerk's office at the time of original purchase.

Sec. 22.008. Reserved.

Sec. 22.009. Cemetery maintenance.

(a) The city will provide for the general care and maintenance of the cemetery.

(b) The cemetery perpetual care fund maintained by the city is dissolved, subject to such funds being reallocated within the city's budget for cemetery purposes.

(c) Such care and maintenance include the cutting of the grass at reasonable intervals, the cleaning of the lots and the care and pruning of the trees and shrubs that may be placed along the walks, roadways and boundaries. Care and maintenance by the city does not include the maintenance, repair or replacement of any gravestones, monuments or memorials; the planting of flowers or ornamental plants; the maintenance or doing of any special or unusual work in the cemetery; or
the construction or reconstruction of any damaged marble, granite, bronze or concrete work on any lot.

(d) Any activity done by a contractor for the person having the lawful right of use or maintenance of a lot, or their representative, that is not part of the city's general care and maintenance will require a permit. Such permit will require payment of a fee as established by the city council.

Sec. 22.010. Interments.

(a) A completed application for interment in the cemetery must be filed with the city before excavation begins for a burial or before remains are placed in the mausoleum or columbarium.

(b) The applicant must specify the exact location of the burial space to be used. When for any reason an in-ground burial space cannot be opened where specified, the caretaker may direct the burial space to be opened in a location in the cemetery deemed by the caretaker to be best and proper, notifying the mortuary, so as not to delay the funeral.

(c) The mortuary performing interment services must secure the gravesite, must provide for the immediate cleaning of the gravesite and must remove all debris, fill or equipment resulting from or used by the mortuary.

(d) The mortuary performing interment services, for any casketed or shrouded remains, must use an outside burial container made of concrete, metal, poly, or other material approved under state law.

(e) The maximum number of burials allowed per lot is
   (1) Two casketed burials, or four shrouded burials (stacked);
   (2) One casketed burial, or two shrouded burials and six cremations, or
   (3) Six cremations or ten cremations within one outside burial container.

(f) The number of cremains to be placed in the columbarium niche shall be compliant with the manufacture’s intended design. Maximum number of placements per columbarium niche is two cremains in the Tower Addition Columbarium.

(g) The maximum number of placements in a mausoleum crypt is:
   (1) One casket; or
   (2) Twelve cremations.

(h) Ecofriendly burials must be placed in biodegradable coffin or shroud, but will be interred with a concrete outside burial container:
   (1) Embalming is not permitted if the burial is to be considered ecofriendly.
Sec. 22.013. Curbing.

(a) The person having the lawful right of use or maintenance of a cemetery lot must apply to the city and obtain a permit before installing or constructing curbing of any type within the cemetery.

(b) No curb permit may be issued before the purchase price for the lot or certificate associated with the lot to be curbed has been paid in full.

(c) Any number of lots may be curbed so long as the purchase price and perpetual care fees for the lots has been paid.

(d) Curbs must be flush with existing terrain, must be constructed entirely of steel reinforced concrete, marble, or granite and must conform to the following specifications:

(1) Concrete curbing.

   a. Curbing will be 18 inches wide along exterior lot lines in the cemetery property; six inches is to be within the lot; 12 inches is to be outside the lot.

   b. Curbing will be six inches wide along interior lot lines and must be placed within the lots being curbed.

   c. Curbing will be four inches deep.

   d. One reinforcing iron size three rebar will be installed along the entire length of the curbing.

   e. Dixon Addition, Section 1, curbing will be centered on the common boundary of the burial and must be 6 inches wide on all sides.

(2) Granite and marble curbing.

   a. Curbing will be four inches in width and must be placed within the lots being curbed.

   b. Granite or marble used for curbing must be mortared with a bonding agent of the same color as the granite or marble and designed for the purpose of bonding granite to granite, or marble to marble.

   c. Curbing will be six inches deep.
An exception to flush curbing may be granted by the cemetery commission if adjoining lots have raised curbs.

Sec. 22.014. Decoration of lots, crypts, and niches.

(a) **Monuments.** Monuments in the cemetery are subject to the following:

(1) No memorial, monument, or grave marker, except a temporary marker placed by a funeral home, is allowed on any burial lot until the purchase price for the right of use of the lot has been fully paid and the instrument granting the right of use has been delivered to the purchaser.

(2) The person having the lawful right of use or maintenance of a cemetery lot or their agent must apply for and obtain a permit from the city before erecting a monument, except a temporary marker placed by a funeral home.

(3) Persons erecting monuments shall not leave material or rubbish on adjoining lots. Work must be completed as soon as possible, and any material or rubbish must be removed at once.

(4) Persons erecting monuments are responsible for any damage done by them to any property in the cemetery, including grass and trees. All work is subject to the control and direction of the caretaker.

(5) Wooden planks must be used for placing and rolling stone monuments on rocks or grass.

(6) Businesses are prohibited from placing their names on any monument or placing signs within the cemetery to advertise the firm or its products.

(7) The location of any proposed monuments or curbing must be identified by city staff before construction begins. It is mandatory to coordinate in advance any such installation of monuments or curbing with the city staff. Failure to notify or consult with city staff regarding any installation or failure to comply with any city ordinances herein may result in corrective measures taken at the expenses of the responsible party.

(8) All monuments placed in areas of the cemetery must be all granite, marble, bronze, stone, or material approved by the San Marcos Cemetery Commission, and must have a reinforced concrete base. Any monument more than eight feet high is required to have an engineered foundation and be approved by the cemetery commission upon a finding that the proposed monument is suitable for the location based on such factors as safety, interference with maintenance, compatibility with the scale, height, massing and design aesthetic of surrounding monuments, or similar factors deemed relevant by the commission.

(9) The maintenance of all monuments in the cemetery is the responsibility of
the person having the lawful right of use or maintenance of the lot associated with the monument, or their surviving family members or descendants. This maintenance will include, but is not limited to, the following:

a. The cleaning of the monument,
b. Ensuring that the monument is seated properly, and
c. Repairing any damage to the monument or the structure of the monument, including replacement, if necessary.

(10) In the event that a monument is in need of maintenance, the parks and recreation director will send a letter requesting such repairs to the person having a lawful right or use or maintenance of the lot or their surviving family members or descendants, if known, advising of the necessary maintenance. If such persons cannot be located, then the parks and recreation director will publish a newspaper notice of the necessary maintenance in accordance with the procedures described in V.T.C.A., Estates Code, Chapters 51 and 202. If the necessary maintenance is not performed within the time period stated in the notice, then the city may, in the interests of safety, initiate action to have the necessary maintenance performed, or have the monument removed. The finance director will bill any cost incurred by the city for the maintenance to such persons, if known.

(b) **Flowers, shrubs, trees, or decorations.** Flowers, shrubs, trees, and decorations in the cemetery are subject to the following:

(1) Flowers, shrubs, or trees may be planted and cultivated on any lot except in the Dixon Addition, Section 1, provided that no planting or removal of shrubs or trees is allowed without first obtaining the written authorization from the caretaker.

(2) Fresh cut flowers may be placed on any lot, in the mausoleum, or near the columbarium but they must be removed within two weeks or when, in the caretaker's opinion, they become unsightly or detrimental to maintenance. The caretaker may remove flowers not so removed.

(3) Artificial flowers, sprays or wreaths are allowed, but they will be removed by the caretaker when they become unsightly or blow off the lot on which they were placed.

(4) All decorations must be firmly secured or fastened to the ground or monument. Posts or poles are not allowed to be staked into the ground.

(5) Animal feeders or animal houses are not allowed.

(6) No items may be hung from any tree, shrub, or plant.

(7) Glass containers are prohibited.

(8) Unfilled vases will not be allowed to remain on a lot unless permanently affixed to a monument.
a. Unfilled vases will be removed from lots on the first day of the month and held for
the lot owner for one month.
b. After one month, unclaimed vases will be disposed of at the caretaker's discretion.

c. In addition to monuments, lots may have benches of marble, granite, concrete, or material
approved by the cemetery commission. Any other structural amenities, which must also be
primarily of marble or granite, must have the approval of the cemetery commission before
being placed on the lot.

d. Unapproved items will be removed by the caretaker and disposed of at the caretaker's
discretion. Weathered and unsightly items will be removed during the spring and fall cleanup.

e. The caretaker is authorized to enforce the provisions of this section.

SECTION 2. The fees related to use and operation of the cemetery set forth in Exhibit A,
attached hereto and made a part hereof, are approved and adopted.

SECTION 3. In codifying the changes authorized by this ordinance, paragraphs, sections
and subsections may be renumbered and reformatted as appropriate consistent with the numbering
and formatting of the San Marcos City Code.

SECTION 4. If any word, phrase, clause, sentence, or paragraph of this ordinance is held
to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this
ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 5. If any word, phrase, clause, sentence, or paragraph of this ordinance is held
to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this
ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 6. All ordinances and resolutions or parts of ordinances or resolutions in conflict
with this ordinance are repealed.

SECTION 7. This ordinance will take effect after its passage, approval and adoption on
second reading.

PASSED AND APPROVED on first reading on March 7, 2023.

PASSED, APPROVED AND ADOPTED on second reading on March 21, 2023.

Jane Hughson
Mayor
Attest:  
Elizabeth Trevino  
City Clerk

Approved:  
Barbara Quirk  
Interim City Attorney
Exhibit A

“Cemetery Fee Schedule”
Cemetery Lot Fees

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Residents-Level 1 – Residents of San Marcos or a person that owns property inside the zoned city limits of San Marcos.

Non-Residents-Level 2 – Any person not living in the zoned city limits of San Marcos.

Columbarium Niche – Tier 1

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Columbarium Niche – Tier 2

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Columbarium Niche – Tier 3

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Other Fees:
- Columbarium Niche Opening/Closing Fee - $120.00
- Ossuary Placement - $150.00
- Ossuary Memorialization 12x12 Inscription - $300.00
- Sheet Bronze Urn - $210.00
- Archival Fee for buried cremains within Cemetery Lot - $50.00
- Serenity Garden Plaque & Name Archival - $225.00
- Name Archival Fee only - $50.00
- Podium Plaque in Chapel - $100.00

Pricing changes every Jan 1
Payment Plan Administrative Fee - $50.00
Memorial Bench (Bench, Concrete Foundation and Plaque)- $3,700.00
Memorial Bench Plaque (Cemetery Chapel Only) - $350.00
RECOMMENDATION RESOLUTION

CEMETERY COMMISSION

Recommendation Number: 2024-01RR – CEM
Chapter 22 – Cemeteries Amendment

WHEREAS, the City of San Marcos recently installed a new columbarium and ossuary within the San Marcos City Cemetery; and

WHEREAS, the current provisions within Section 22.010 (f) are specific to the older columbarium which only allowed placement of one set of cremains within the columbarium, and

WHEREAS, the new columbarium allows for up to two cremains to be placed within a niche due to the size of the niche, and

WHEREAS, by amending this section to allow for the number of cremains to be placed in a columbarium niche based on the manufacturer’s intended design, and

NOW, THEREFORE, BE IT RESOLVED that the Cemetery Commission recommends amending Chapter 22, Section 22.010 (f) to allow for greater flexibility as the City Cemetery grows over time and adds new columbaria.

Date of Approval: _____________________________

Record of the vote:

Attest: ________________________________

(Staff or board/commission chair can sign)
San Marcos Cemetery GPR Summary

Background
The City of San Marcos contracted with Texas State University’s Institute for Government Innovation (IGI) to perform a Ground Penetrating Radar (GPR) survey and identify potential unmarked graves in the NW portion of the San Marcos Cemetery. IGI hired Wood Inspections Services, Inc. to assist in this project because of their expertise using GPR to aid in cemetery management.

On September 21, 2023, representatives from Wood Inspections Services, Inc. and several Texas State Geography and Environmental Studies students used GPR equipment to search Sections M and N in the NW portion of the cemetery for underground anomalies which had high likelihood of being unmarked graves.

Figure 1 shows a depiction of the San Marcos cemetery. The red circle shows the NW portion of the cemetery where the GPR survey took place.
Survey Process
A Mala Ease Locator Core GPR machine [https://www.guidelinegeo.com/product/mala-easy-locator-core/] was used for this project. The team surveyed the NW section in a grid pattern—similar to mowing a lawn—and marked any anomalies. After surveying the entire section, they returned to all anomalies to survey them again. If this closer examination indicated a high likelihood of an unmarked gravesite based on the size and depth of the disturbed ground, the latitude, longitude and elevation were determined. At each site, a flat metal disk was hammered into the ground to mark the location of the unmarked graves and then painted green to make it easier to identify the presumed graves sites in the future. Pictures were taken of the few headstones in the NW section and are included at the end of this report.

Findings
The team found 11 anomalies that were presumed to be unmarked grave sites (Table 1). Additionally, the team found eight headstones in the area (Table 2).

Data Tables
These are the data tables created by Wood Inspections Services. They include the latitude and longitude coordinates, the elevation, and the accuracy of each location. Accuracy was determined through satellite triangulation.

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Table 2. Headstones

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<th>Name</th>
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Application

For the City's convenience, IGI added the unmarked graves and headstones to the cemetery's existing geodatabase. The 'Grave layer' within this database was a polygon layer. The data collected for unmarked graves and headstones were point data, so these could not be easily integrated into the existing Graves polygon layer. Therefore, IGI created two new point layers, one for unmarked graves and one for headstones. The Section and Lot fields in the geodatabase were entered for each unmarked and marked grave record. Other fields from the Graves layer, such as Burial Date or Grave Type, were not used in the new layers. The elevation and accuracy data shown in Tables 1 and 2 were not recorded in the geodatabase because there were no corresponding fields. Additionally, the photos of the headstones were not included in the geodatabase for the same reason.

Figure 2 shows a screenshot of the cemetery zoomed in to the NW portion. The presumed unmarked graves and headstones are shown, as well as the Sections and Lots.
Figure 2. NW Cemetery with headstones and unmarked graves

Contact Information

Rebecca Davio
rebeccadavio@txstate.edu
Headstone Images
These are the images of the headstones, taken by Wood Inspections Services. Each image number corresponds to a headstone in Table 2.

Headstone 1

Headstone 2