Call To Order – Robert Cotner called the meeting of the Cemetery Commission to order at 5:15 pm on February 27, 2019. The meeting location was moved to the Chamber of Commerce at 204 N CM Allen PKWY due to a scheduling conflict.

Roll Call – Members present were Robert Cotner, Bobby Moore, Nancy Scott, Dolores Gibbs, Melanie Liddle, Michele Donnelly, and Shannon Fitzpatrick. Others present were Gene Bagwell. Staff present were Drew Wells, Bert Stratemann, and Sandy McKenzie.

30 Minute Citizen Comment Period: Each speaker signed up prior to the meeting being called to order will be called in order of sign-up, and will allowed three minutes to speak about items posted or not on the agenda. None currently.

MINUTES

1. Consider approval, by motion, of the January 23, 2019 meeting minutes – With a motion by Bobby Moore to approve the minutes from the January 23 meeting as written and seconded by Shannon Fitzpatrick a vote was taken and the motion passed 7-0.

PRESENTATIONS

ACTION ITEMS

2. Consider approval of recommendation of a Windmill in the Old Original Section of the Cemetery, Section Q, Block 46, Lots 1-8. Heritage association to pay for the windmill. A discussion began regarding the placement of a windmill that would be purchased by the Heritage Association for placement in the Old Original Section. Michele Donnelly made the motion to approve the placement of a new windmill purchased by the Heritage Association. There was no second so the motion died. This item will be removed from further agendas due to lack of interest.

3. Consider approval of the dates for the upcoming cemetery cleanup – A discussion regarding the thorough cleanup of the cemetery began. It was decided that since Easter is on April 21, that the cleanup would take place on April 1 – 12.
4. Consider forwarding the resolution to City Clerk regarding the following:
   a. *Dissolution of the existing perpetual care fund and to incorporate the perpetual care fee into the purchase price for the lot, the funds will go into the general fund to be used as needed* – The commission was in favor of the purchase of the property as well as the dissolution of the perpetual care fund to assist with the payment.
   b. *The proposed ordinance changes recommended by the commission that governs cemetery rules, regulations and operations.* The commission had previously approved the changes to the ordinance that are to be forwarded to the City Council for approval. At this time the Legal Department is updating the ordinance to remove the clauses that refer to perpetual care as that fund will no longer be available.
   c. *Reducing the Cemetery Lot Fee structure from three tiers to two tiers.* This will leave two tiers of fees, residents of San Marcos and non-residents.
      - The commission members wanted to change the fees to have only two tiers. The reason for this is that people either pay city taxes or they do not. The discussion brought up the people that rent homes in the city limits and they do somehow pay taxes so they would be considered residents.
      - The amount of the fees was then discussed. The commission suggested that since the funds will need to pay for the infrastructure of new section that the resident rate be set at $1900.00 and the nonresident rate be set at $2400.00. The rates would increase by $50.00 per year on the first of January. The commission removed the rate for the mausoleum as there are no spaces left for sale. Also removed with the $26.00 fee for curbing in the cemetery. Melani Liddle made the motion to approve Exhibit B with the suggested rates that were discussed and all members were in favor of the decision. Michele Donnelly made the motion to accept the resolution as written and have it moved forward to the City Clerk. Melanie Liddle seconded the motion and all members were in favor. Motion passed 7-0. (attached is exhibit A, current rates and exhibit B, proposed rates, and exhibit C, resolution).

**DISCUSSION ITEMS**

5. Discussion regarding the Master Plan of the Cemetery, to include a rendering of the Columbarium as well as the recent purchase of property near the Ramsey Addition. Bert mentioned that he has a meeting with Brent Luck next Wednesday to discuss coming up with a Master Plan for the columbarium and the new section at one time.

6. **Discussion regarding the purchase of the columbarium.** This item is on hold until the master plan is completed. The city will prepare a request for quotes when it is decided what will be done in that area.

7. **Discussion regarding the budget, previous purchases and amount in budget for improvements.** The commission looked at the budget and asked about the encumbered funds for contracted services. Those funds are for the surveying that is being done in the Woodlawn section 8. Bert mentioned that the RFQ was just posted for the cemetery software. The bid is open till March 28 and at that time the bids will be opened.

**REPORTS**
8. **Staff to receive direction from Cemetery Liaison regarding the upkeep of the cemetery.** Robert Cotner gave his report. The cemetery looks good but there is an issue with some curbing that has been done in the Woodlawn Addition close to the fence. He mentioned that all curbing is to be flush with the ground and this lot has it raised about six inches above the ground. Bert will go to the cemetery and look at it.

9. **Report given by the Friends of the Cemetery.** Shannon Fitzpatrick mentioned that the Tales and Tours walk will be on October 26, however, the Heritage Association is doing a similar event the week before. She asked Robert Cotner to talk to the Heritage members to see if they could move their event to the first week of November.

10. **Staff to report on the purchase of the new partial of land next to the Ramsey Addition.** The city is working with a management company to assist with the rentals of the homes in that area.

11. **Staff to give report on the signs in the cemetery.** Bert mentioned that Jeannine has had some health issues and the sign has not been installed. Gene did some work on the historic plaque near the flagpole and it looks nice. He painted it and then sanded it.

12. **Staff to give report on the surveying of the cemetery.** The surveying of the Woodlawn section 8 in in process. Bert met with Randy from Tri-Tech Engineering and they have taken into consideration the trees in the area.

**FUTURE AGENDA ITEMS**

13. Items to be placed on the next agenda are: Introduction of new members, election of chair, vice chair, and liaison, review of the final ordinance, discussion on flat markers in Dixon I section of the cemetery, updates on projects, and budget.

**VI. 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. None currently.

**VII. Adjournment** - Bobby Moore made the motion to adjourn the meeting and all members were in favor. Motion passed 6-0

The minutes from the February 27, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on May 28, 2019 by

[Signature]

Sandy McKenzie, Administrative Coordinator

[Signature]

Robert Cotner, Chair
Exhibit A

Cemetery Lot Fees

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**Residents-Level 1** (Residents living inside the City Limits of San Marcos; persons related in the first degree by consanguinity or affinity to a person who previously purchased a lot in the cemetery; or former legal guardian of a person who previously purchased a lot in the cemetery).

**Non-Residents-Level 2** (Purchasers who do not live in San Marcos but have a San Marcos address, or live within the SMCISD, or pay City of San Marcos property taxes).

**Non-Residents – Level 3** (Purchasers who do not meet any of the criteria stated above)

**Other Fees:**

- Mausoleum Space - $1000.00
- Mausoleum Perpetual Care - $50.00
- Columbarium Niche - $500.00
- Columbarium Niche Perpetual Care - $50.00
- Columbarium Niche Re-opening Fee - $100
- Serenity Garden - $200.00
- Plaque in Chapel - $75.00
- Lot – Perpetual Care - $50.00
- Cemetery Permit Fee (required for curb work) - $26.00

The fee for a raised lettered plaque for the columbarium is $407.00 plus tax and is available through Pennington Funeral Home - Kristin - 512-353-4311.
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.

**Other Fees:**

- Columbarium Niche - $550.00
- Columbarium Niche Re-Opening Fee - $100
- Serenity Garden - $200.00
- Plaque in Chapel - $75.00
RECOMMENDATION RESOLUTION NO. 2019-001R


WHEREAS, the perpetual care fund was established and designed to assist in the upkeep of the cemetery, if needed. At the time of purchase for each cemetery lot, mausoleum or columbarium niche, $50.00 is placed into the perpetual care fund. Over the years this fund has grown to be a substantial amount.

WHEREAS, the Cemetery Commission wishes to recommend that the perpetual care fund be dissolved to assist in paying for the purchase of property located adjacent to the cemetery on Ranch Road 12.

WHEREAS, the cemetery fee schedule was last amended by Ordinance 2016-02 on April 5, 2016 to create a three-tier system shown as Exhibit A. The Cemetery Commission recommends amendments to the fee schedule that are attached as Exhibit B.

WHEREAS, the Cemetery Commission is also recommending various amendments to Chapter 22 – Cemeteries within the San Marcos Code of Ordinances. These proposed amendments are attached as Exhibit C.

NOW THEREFORE, BE IT RESOLVED BY THE CEMETERY COMMISSION OF THE CITY OF SAN MARCOS, TEXAS:

PART 1. It is recommended that the Perpetual Care Fund be dissolved and the funds utilized for the purchase of land adjacent to the San Marcos Cemetery.

PART 2. That the City Council positively consider the attached Exhibits related to modifications to the cemetery fee schedule and Chapter 22 amendments.

PART 3. This resolution shall be provided to the City Council by the City Clerk within 24 hours of adoption.

PASSED AND ADOPTED on February 27, 2019.

Attest:  
Sandy McKenzie  
Staff Liaison

Robert Cotner  
Chair