I. Call to Order – Robert Cotner called the meeting to order at 5:15PM on March 27.

II. Roll Call – Members present were, Robert Cotner, Bobby Moore, Shannon Fitzpatrick, Peter Dedek, Pat Pohl, and Michele Donnelly. Members absent were Delores Gibbs. Others present were Gene Bagwell. Staff present were Sandy McKenzie.

III. 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 February 27, 2019 meeting minutes – Shannon Fitzpatrick made a motion to approve the minutes from the February 27 meeting with corrections. Bobby Moore seconded the motion and all members were in favor, motion passed 4-0.

PRESENTATIONS

ACTION ITEMS

2. Introductions of new members. The members went around the table and introduced themselves and their interest in the cemetery commission.

3. Election of Chair and Vice Chair and liaison to cemetery contract manager- Bobby Moore nominated Shannon Fitzpatrick, and she nominated him. She does not have the time to be the chair and declined. Bobby accepted the nomination and was nominated to be the chair by acclamation after Michele Donnelly nominated him and Shannon seconded the nomination. Shannon Fitzpatrick then nominated Robert Cotner as the vice chair and he accepted the nomination. Peter Dedek seconded the nomination and he was named vice chair by acclamation. Bobby took over the meeting.

DISCUSSION ITEMS

4. 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 and Drew were both absent from the meeting. Sandy mentioned that Brent Luck is working on the rendering of the columbarium and the new section as well as putting together a proposal for the Master Plan. The rendition will show what the area will look like when we are ready to proceed with the plans.
REPORTS

5. Staff to receive direction from Cemetery Liaison regarding the upkeep of the cemetery. Robert mentioned that the cemetery looks good and grass is being cut at this time. The other item discussed was the raised curbing in the cemetery. It is in the ordinance that states no raised curbing unless approved by the commission. Bert gave Sandy some pictures and it was agreed upon that people marking the lots let the owners know that the curbs need to be flat for maintenance reasons. If they want it raised they need to go before the commission for approval. The families in question need to have a letter sent to them and they need to come before the commission. Also, the commission wants the funeral homes to come to a meeting on May. Robert Cotner made the motion to enforce the rules and regulations regarding the curbing of the three lots in the Woodlawn addition and have the families come to the next meeting. Shannon Fitzpatrick seconded the motion and all members were in favor, motion passes 6-0.

6. Report given by the Friends of the Cemetery. Shannon Fitzpatrick mentioned that the Heritage Association is having a similar walk the week before the tours and tales. The two groups will work together to promote each other's event. The tales and tours will end up at the Roberts Addition.

7. Staff to give report on the signs in the cemetery. Gene Bagwell revamped the veterans sign by the flag pole. The concrete for the large sign to go near the Tower addition need to be poured so that Jeanene can install the sign. The one for the "no raised curbs without permission" is being ordered.

8. Update on budget – There was no update on the budget.

FUTURE AGENDA ITEMS

9. Staff to list agenda times, the content of the items can not be discussed at this time. Items to be discussed will be: Master Plan and rendition of columbarium, Budget, Discussion about curbing with three families, signs, update on new property.

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. Nothing currently.

V. Adjournment – Robert Cotner made the motion to adjourn the meeting and Peter Dedek seconded the motion. All members were in favor and motion passed. 5-0.

The minutes from the March 27, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on April 25, 2019

Sandy McKenzie, Administrative Coordinator

Bobby Moore, Chair