I. Call To Order – Bobby Moore called the meeting to order at 5:15pm on April 24, 2019

II. Roll Call – Members present were, Bobby Moore, Robert Cotner, Shannon Fitzpatrick, Peter Dedek, and Michele Donnelly. Staff present were Drew Wells, Bert Stratemann, and Sandy Mckenzie. Other present were Patty and Cecil Schafer, Elizabeth Contreras, Jesse Valentino, and Gene Bagwell.

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 March 27, 2019 meeting minutes. Shannon Fitzpatrick made the motion to approve the minutes as written. Robert Cotner seconded the motion and all members were in favor. Motion passed 5-0.

PRESENTATIONS

ACTION ITEMS

2. Discussion with the families regarding curbing that is not in compliance with the ordinance which states that all curbing will be flush with the ground unless previous approval by the board has been granted. Three families will be present for this discussion.
   - Patty and Cecil Shafer – The curbing is higher on two sides due to the grade of the property. Pedro Quintero did the installation of the curbing on the family lot. After discussion regarding the need for more soil inside of the curbing Robert Cotner made the motion to require that the inside of the curbing be filled in with soil and that the outside of the curbing be built up with soil and sod so that the mower can access the property. Shannon Fitzpatrick seconded the motion and all members were in favor. Motion passed 5-0. Gene Bagwell offered to fill in the lot and build up around the outside of the curbing for the family.
   - Elizabeth Contreras – Mrs. Contreras had assistance with the installation of the curbing on her family gravesites. Myers Concrete was the company ultimately responsible for the curbing. According to Gene Bagwell the curbing is encroaching on the adjacent lot. Robert Cotner made the motion that all the curbing be removed as it was not done correctly and it is on the wrong side of the
property. Shannon Fitzpatrick seconded the motion and discussion began. The commission suggested that all the curbing be removed and corrected. Drew Wells did mention that the person who should be contacting Myers Construction is the person who had the relationship with them, not the commission. Mrs. Contreras mentioned that the person who was helping her is no longer able to help her and she did not know what to do. Robert asked that the motion be read back and when it was he amended the motion to say that the curbing is encroaching on the adjacent property and it is out of compliance. Shannon Fitzpatrick seconded the amendment and all members were in favor, motion passed 5-0. Robert Cotner then made a second motion to have staff draft a letter to send to Myers Concrete with a copy of the rules and regulations. There was no second and the motion died on the table. Drew Wells offered the city staff to contact Myers Construction to make them aware of the non-compliant situation to see if they will rectify the situation. Gene Bagwell offered to help with the removal of the curbing when he has his equipment at the cemetery. Victor will mark the correct sides of the lots so that the curbing can be poured.

- Jesse Valentino – He was the contractor for Victor and Hilda Lopez. He had the rules; however, the family did the concrete work without him there. He has offered to take care of the curbing, but asked that staff send a letter to the family so that they are aware of the situation and the rules.

Sandy will send the rules to the three contractors that constructed these curbs and will make sure that the funeral homes are giving copies to the families at the time when arrangements are being made. The Finance Department gives the rules out at the time of the sale.

DISCUSSION ITEMS

3. Discuss the updated budget, to include purchases that have recently been made. A copy of the budget was on the Smart board. There has been some spending, mainly for maintenance on the new property that was purchased for mowing. The commission did ask if there was going to be additional funds put in the cemetery budget to cover all the expenses that will be coming up soon for improvements to the new cemetery area.

REPORTS

4. Staff to receive direction from Cemetery Liaison regarding the upkeep of the cemetery. Bobby mentioned that the cemetery looks fine. There was a limb down and Gene’s crew would take care of it. There will be poetry reading at the chapel on May 20th in the evening.

5. Report given by the Friends of the Cemetery – No report.

6. Staff to give report on the signs in the cemetery – Bert mentioned that the concrete is ready for the sign to be installed in the tower addition. The plaque that was at the front of the cemetery on the columns has been moved to the podium under the chapel.

7. Report regarding the cleanup that was on April 1 – 12. Gene mentioned that this was not the aggressive cleaning that he had suggested it be.

FUTURE AGENDA ITEMS

8. Staff to list agenda times, the content of the items can not be discussed at this time.
   - Update on property
• Curbing actions
• Leadership SM Project
• Budget update

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.

V. Adjournment – Meeting adjourned, no quorum after Peter Dedek left the meeting.

The minutes from the April 24, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on May 23, 2019 by

Sandy McKenzie, Administrative Coordinator

Bobby Moore, Chair