Call To Order – Bobby Moore called the meeting to order at 5:15 pm on June 26, 2019.

Roll Call – Members present were: Bobby Moore, Robert Cotner, Michele Donnelly, Shannon Fitzpatrick, and Patsy Pohl. Members absent were: Peter Dedek and Alison Tudor (Excused). Staff present were: 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.

MINUTES

1. Consider approval, by motion, of the May 22, 2019 meeting minutes. Robert Cotner made the motion to approve the minutes as written and Shannon Fitzpatrick seconded the motion. Motion passed 5-0. Bobby mentioned that on item III there was no response written so Sandy said since there were no citizens she would put the word “none” after the sentence.

PRESENTATIONS

ACTION ITEMS

2. Commission to approve the installation of a metal memorial bench in the cemetery. The Parks Department has a program where as an individual can purchase a memorial bench or tree to be put on city property. The commission was not included in the decision to put a bench in the easement of the cemetery near the Kelley Lot. Robert Cotner made the motion to approve the bench in the cemetery and Shannon Fitzpatrick seconded the motion. A lengthy discussion began about if this would be allowed by the commission. It was mentioned that maybe the bench could be moved as it is on a 3" water line. Some of the members thought it could be moved to where the new columbarium would be or by the chapel. After discussion a vote was taken on the motion that was made by Robert Cotner, the motion failed 3-1. Bert Stratemann suggested that the commission come up with areas to have memorial benches as they are becoming very popular. Robert Cotner made the motion to put a moratorium on benches at this time and allow this bench to stay in its place for four (4) months, while the commission forms a committee to look for an area to put this bench and other possible locations for future benches. Michele Donnelly seconded the motion and all members were in favor, motion passed 5-0. The committee will meet on Wednesday,
July 10, 2019 at 10am at the cemetery to look at locations. Sandy will post a agenda of a possible quorum for this time.

DISCUSSION ITEMS

3. Update on the curbing issues- All curbing issues have been taken care of.

4. Master Plan discussion- Bert Stratemann mentioned that he has been in discussion with Brent Luck in regards to the Master Plan of the newly acquired property which would be a topographical design of the area, complete survey, and a conceptual plan. This would be about $26,500. The Columbarium construction documents, ground penetrating radar, and conceptual plan would be $38,000. The total is $65,100 so it will need to go to City Council for approval.

5. Process of Naming an addition in cemetery – Bert did not know of any rules for naming a section. Sandy would look to see if there were any legal issues. This item was tabled until next month.

6. Fencing issues near the new tower and the front entry fence needs repainting – Bert mentioned that the LCRA is getting environmental clearance. Patsy Pohl suggested that they take the chain link fence down and put up a different kind of fencing. Bert mentioned that it could be changed if there is funding for it. It was suggested to get a price for the type of fencing that is around PEC facility.

REPORTS

7. Staff to receive direction from Cemetery Liaison regarding the upkeep of the cemetery. Patsy mentioned that the cemetery looked good. The wicker bench has been removed and put at the caretaker’s shop. Robert did mention there was a 2x4 wooden cross that needed to be removed. Gene has offered to take the trash trees and brush along the fence line and move it to the pile that is in the new section of the cemetery.

8. Report given by the Friends of the Cemetery. Shannon mentioned that the Friends are needing some help with research in the Dixon Addition for the upcoming walk.

FUTURE AGENDA ITEMS

9. Staff to list agenda times, the content of the items can not be discussed at this time.
   - Purchase of a small columbarium for immediate needs.
   - Bench discussion
   - Master plan on new addition and the columbarium.
   - Naming of the new addition.

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.
V. Adjournment – Shannon Fitzpatrick made the motion to adjourn the meeting and Patsy Pohl seconded the motion, all members were in favor and motion passed 4-0.

The minutes from the June 26, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on July 25, 2019 by

Sandy McKenzie, Administrative Coordinator

Bobby Moore, Chair