City of San Marcos

Regular Meeting Minutes
Cemetery Commission
July 24, 2019
Grant Harris Jr. Bldg., Conference Room
401 E Hopkins ST
San Marcos, Texas

I. Call To Order- The meeting was called to order at 5:15 pm on July 24, 2019 by Bobby Moore.

II. Roll Call – Members Present were: Robert Cotner, Bobby Moore, Shannon Fitzpatrick, Alison Tudor, Peter Dedek, Patsy Pohl,

Members absent were: Michele Donnelly

Others present were: Kathy Allen, Gene Bagwell

Staff present were: Drew Wells, Bert Stratmann, and Daniel Montemayor.

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

No comments from citizens

MINUTES

1. Consider approval, by motion, of the June 26, 2019 meeting minutes.

   Robert Cotner made the motion to approve the minutes as written/as corrected. Shannon Fitzpatrick seconded the motion and the motion passed 5/ 0.

PRESENTATIONS

2. Kathy Allen would like the commission to consider participating in the Wreath's Across America Program.

   Kathy Allen introduced a non-profit organization called Wreaths Across America Program in which donations for wreaths can be placed on Veterans burial sites. The program could be launched around mid-December 2019. Kathy Allen is looking to get permission and support for placing the wreaths. Kathy Allen would also be responsible for placing the wreath and picking up the wreath. A major
sponsor in the past with this program are companies such as Walmart but individual donations are welcome through the organization.

**ACTION ITEMS**

3. The commission would like to discuss the possibility of the purchasing of a small columbarium to be placed in the Woodlawn addition for immediate needs.

Bobby Moore would like to see preliminary work on cost for a small columbarium for Woodlawn. An estimated cost currently is around $12000. Bert Stratemann stated that the amount will be over 3000.00 so it will need to go out for bid and that park staff would work on coming back to the next meeting with cost assessment.

**DISCUSSION ITEMS**

4. Master Plan of the new addition and the columbarium design.

Bobby Moore stated that some progress has been made with fill dirt and landscaping. Drew Wells stated by the next meeting an update can be provided on the two new acquired properties. Bert Stratemann indicated that the Master Plan is moving along but no further updates.

5. Process of Naming an addition in cemetery. The commission can make a recommendation to name the cemetery. Normally it is the name of the original plat from the county records.

Drew Wells stated the process of naming an addition in the cemetery would be a recommendation from the Cemetery Commission to the City Council. Robert Cotner suggested the possibility of having more than one name. The commission would like to keep the item as a discussion item for the next meeting.

6. Fencing issues near the new tower and the front entry fence needs repainting.

Bert Stratemann plans to have the fences pressure washed then will go out for the bidding process for repainting work. Robert Cotner stated that the large gates have a lot of rust and requested that the fence along Serenity garden be looked at. Bert Stratemann stated that when the new properties are fenced in that park staff would look at addressing the other areas of the fence that needs attention.

**REPORTS**
7. Staff to receive direction from Cemetery Liaison regarding the upkeep of the cemetery.

Patsy Pohl gave an update on the upkeep of the cemetery. Patsy Pohl stated debris, weeds and trash was cleaned up by Ramsey B1. Ms. Pohl also indicated that there are a few trees that might be considered taken out. Gene Bagwell stated that he observed hackberry trees entangled in the power lines. Bert Stratemann stated that park staff will need to have SMEU trim down the tree parts that are entangled. Ms. Pohl stated that the area by the tower is looking nice and maintained.

Robert Cotner also recommended some upkeep tasks such as: removal of rose bush at the entrance, sprinkler head work by the Ash garden, water once a week, trim down dead tree parts of the crepe myrtles around morning glory and evening star, oak lawn and morning glory, and morning glory and morning star.

8. Report given by the Friends of the Cemetery.

No report provided

FUTURE AGENDA ITEMS

9. Staff to list agenda times, the content of the items can not be discussed at this time.

   Discussion on what might be considered historical in the cemetery

   Action Item: Authorization/ permission to support wreaths across America initiative

   Discussion item: Price plan for the small columbarium

   Discussion item: Naming an addition of the cemetery

   Discussion item: Plan for memorial benches/ Ordinance clarification on benches and approved qualifications of bench materials

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 questions from press or public

IV. Adjournment

Robert Cotner motion to adjourn the meeting at 6:42pm on July 24, 2019. Peter Dedek second the motion. All in favor.
The minutes from the July 24, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on **August 29, 2019** by

Sandy McKenzie, Administrative Coordinator

Bobby Moore, Chair