City of San Marcos

Regular Meeting Minutes
Cemetery Commission
August 28, 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 by Bobby Moore.

II. Roll Call – Members present were Bobby Moore, Robert Cotner, Shannon Fitzpatrick, Alison Tudor, Peter Dedek, and Michele Donnelly. Members absent were Patsy Pohl. Staff present were Bert Stratemann and Sandy McKenzie. Other present were Brent Luck, Land Design Partners.

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 at this time.

MINUTES

1. Consider approval, by motion, of the July 24, 2019 meeting minutes. Robert Cotner made a motion to approve the minutes with the corrections. Shannon Fitzpatrick seconded the motion and all members were in favor, motion passed 6-0.

PRESENTATIONS

ACTION ITEMS

2. The commission to discuss the possibility of the purchasing of a small columbarium to be placed in the Woodlawn addition for immediate needs. After listening to the presentation by Brent Luck regarding the large columbarium in the Tower Addition, this item has been tabled completely.

3. Discussion regarding the participation in the Wreath’s Across America Program? This item is tabled until the September 25th meeting.

DISCUSSION ITEMS

4. Master Plan of the new addition and the columbarium design. Brent Luck with Land Design Partners was present to discuss the columbarium. He gave input on the size of the center design as well as the outer niches. The commission had seen a design with curved walls and liked that as well as an octagonal center with an ossuary feature. Brent will put together some designs and contact the company, Eikoff for color availability and bring the information back to a special meeting on September 11 at 5:15 pm.
5. Budget discussion – Sandy McKenzie passed out the current budget, there was no discussion at this time.

REPORTS

6. Staff to receive direction from Cemetery Liaison regarding the upkeep of the cemetery, Bobby Moore and Gene Bagwell did their drive through in the morning. There were a few items that he had questions on and one of those was the tree canopies, Sandy will get with Kelly Eby, Urban Forrester, to come out and look at raising the canopies in the cemetery. The other was about the Ramsey Addition root ball removal and that will be taken care of by Bert Stratemann and his crew.

7. Report given by the Friends of the Cemetery – Shannon Fitzpatrick mentioned that “Tales and Tours” will be cancelled this year due to lack of participation. She will be meeting with Jane Hughson to discuss long term goals for the Friends of the Cemetery.

FUTURE AGENDA ITEMS

8. Staff to list agenda times, the content of the items can not be discussed at this time.
   - Update on September 11 meeting
   - Wreaths across America Program update
   - Discussion regarding benches in cemetery and approved 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. None at this time.

V. Adjournment Michele Donnelly made the motion to adjourn the meeting. Peter Dedek seconded the motion and all members were in favor, motion passed 5-0.

The minutes from the August 28, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on September 11, 2019 by

Sandy McKenzie, Administrative Coordinator

Bobby Moore, Chair