



City of San Marcos

Minutes Cemetery Commission January 27th, 2021 5:30 p.m. Zoom Virtual Meeting Room

- I. **Call To Order** – Chair Patsy Pohl called the meeting to order on January 27th, 2021 at 5:42 p.m. via Zoom Virtual Meeting platform.
- II. **Roll Call** – Members present: Chair Patsy Pohl, Vice Chair Robert Cotner, Shannon FitzPatrick, Gina Eben, and Michele Donnelly. Members not present: Alison Tudor. Staff members present: Assistant Director of Parks and Recreation, Jamie Lee Case, Park Operations Manager, Bert Stratemann, and Kari Fontenot, Parks and Recreation Senior Administrative Assistant.
- 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 be allowed three minutes to speak about items posted or not on the agenda.*

No comments were offered.

MINUTES

1. Consider approval, by motion, of the November 18th, 2020 meeting minutes.

Minutes were initially tabled. Shannon Fitzpatrick made a motion to approve, seconded by Michele Donnelly at 7:15 p.m. Chair Patsy Pohl, Vice Chair Robert Cotner, and Gina Eben were also in favor. Motion passed at 7:16 p.m.

PRESENTATIONS

2. Receive a staff presentation from Jamie Lee Case, Assistant Director of Parks and Recreation, regarding the recent City Council Work Session and direction from City Council regarding Chapter 22 amendments and proposed fees.

Ms. Jamie Lee Case, Assistant Director of Parks and Recreation, presented recent direction from the City Council Work Session regarding Chapter 33 amendments and proposed fees. Items of discussion included requiring customers to pay at least 10% of the lot cost as a down payment, bulk lot purchases of 8 or more lots to be paid in full, and to only allow purchasers to sell back to the City at the original price of purchase. Staff agreed to compile this information into a presentable format for the Commission to review and revise at a later date.

ACTION ITEMS

3. Consider, by motion, and hold discussion regarding the donation of Wind Chimes by David Dablegott to the San Marcos Cemetery for installation in the chapel.

Gina Eben and Gene Bagwell met with David Dablegott in regard to his windchime donation. Gina presented their concern over the noise that will be made. Gina believes that David needs to make a presentation to the Commission in order to personally demonstrate how the wind chimes will operate within our cemetery. Gina moved that we table this discussion to an in-person meeting on a warmer date. Assistant Director of Parks and Recreation, Jamie Lee Case, proposed a special meeting date to discuss the windchime donation with Mr. Dablegott in March. Shannon Fitzpatrick seconded the motion. The motion carried at 6:53 p.m.

4. Consider approval of the second extension of nine additional one-year options to the annual contract for Management & Operations of the San Marcos Cemetery with Gene Bagwell, DBA Maintenance Management. Current contract will expire on March 31, 2021. Continued contract extension will be in the amount of \$155,957.05, a 1.2% increase over 2020.

The Cemetery Commission agreed that Gene Bagwell was doing an excellent job of maintaining the San Marcos City Cemetery. Robert Cotner made a motion to approve extension of Gene Bagwell's Cemetery Maintenance Contract, Gina Eben seconded. All were in favor. Motion passed unanimously at 6:55 p.m.

5. Hold discussion regarding amendments to Chapter 22 regarding Placement of Wooden Crosses throughout the Cemetery.

A discussion was held in regards to placement of wooden crosses throughout the cemetery. Gene Bagwell recommended an ordinance amendment to approve and accept wooden crosses throughout the cemetery. All agreed that wooden crosses can be removed once they show signs of wear.

DISCUSSION ITEMS

No items.

REPORTS

6. Receive a brief report from Commissioner Gina Eben on the condition of the cemetery.

Gina Eben provided that the cemetery was in good condition. Two issues were identified in the tabernacle: a woodpecker has poked a hole in the southeast edge. A hole in the rafters was also identified. Members believe that epoxy will be an easy fix for this issue.

7. Receive a staff update from Mr. Bert Stratemann, Parks Operations Manager, on the Cemetery Master Plan and Columbarium project

Bert Stratemann, Parks Operations Manager, provided an update on the Columbarium and Master Plan. Mr. Stratemann stated that the Columbarium is out for bid, following the pre-bid conference that occurred on January 26th, 2021. Bids are due back on February 16th, and the second and third components of the project will go out on Sunday, January 31st. The concrete is set to be refinished, following the ossuary placement, with parking completion as the final portion of the project.

FUTURE AGENDA ITEMS

9. Commission Members may provide requests for discussion items for a future agenda in accordance with the board's approved bylaws. *No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.*

The following items were requested:

- Update on Master Plan and new sections of the Cemetery
- Schedule and conduct a special meeting in March to meet with Mr. Dablegott regarding the windchime donation
- Action Item: Chapter 22 Ordinance amendment to approve placement of wooden crosses throughout the cemetery

IV. Question and Answer Session with Press and Public.

None.

V. Adjournment

Patsy Pohl adjourned the meeting at 7:18 p.m.

The minutes from the November 18, 2020 regular meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on January 5, 2020 by Kari Fontenot, Parks Administrative Assistant, Sr.

Kari Fontenot, Administrative Assistant, Sr.

Kari Fontenot

and Patsy Pohl, Chair

Patsy Pohl