



City of San Marcos

Minutes Cemetery Commission March 3rd, 2021 5:30 p.m. Zoom Virtual Meeting Room

- I. **Call To Order** – Chair Patsy Pohl called the meeting to order on March 3rd, 2021 at 5:38 p.m. via Zoom Virtual Meeting platform.
- II. **Roll Call** – Members present: Chair Patsy Pohl, Vice Chair Robert Cotner, Shannon FitzPatrick, Gina Eben, Alison Tudor, Jack Downey and Michele Donnelly. Members not present: Gina Eben. Public guests included David Franklin. Staff members present: 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 January 27th, 2021 meeting minutes.

Shannon moved to approve the meeting minutes for January 27th. Michelle gave the second. All members present were in favor. Motion passed at 5:44 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.

Due to unrelated workplace obligations, Assistant Director of Parks and Recreation, Jamie Lee Case, was unable to attend the March 3rd, 2021 Cemetery Commission meeting. Shannon FitzPatrick motioned to table Mrs. Case's presentation until the next Cemetery Commission meeting. Robert Cotner seconded the motion to table the presentation until our next March meeting. All were in favor. Motion passed at 5:45 p.m.

ACTION ITEMS

3. Consider, by motion, amendment revisions to approve the placement of wooden crosses throughout the cemetery.

Robert Cotner made a motion to table this topic until next month. Shannon FitzPatrick seconded the motion. All were in favor. Motion passed at 5:54 p.m.

DISCUSSION ITEMS

No items.

REPORTS

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

Patsy Pohl spoke on behalf of absent Commissioner, Gina Eben, in regard to the condition of the cemetery. Obscene graffiti and trash in the tabernacle were reported.

5. 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 announced that we had a bid opening for the Columbarium and Ossuary components. Mr. Stratemann received a bid with the amount for the ossuary being \$133,806.00 and the additional four-winged walls, \$294,159.00. Patsy requested more information on how the City decipheres whether or not a bid is reasonable. Bert reassured her that this amount is consistent with the prices provided by the manufacturer. The surfacing of the concrete pad is also out for bid and should close prior to our March 24th meeting. Bert will provide an additional update then.

FUTURE AGENDA ITEMS

6. 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:

- Presentation regarding cemetery fees and findings from other municipalities
- Action item on security protocols such as additional fencing, security cameras, patrolling, and signage in the Cemetery
- Action item on Chapter 22 Ordinance amendment to approve placement of wooden crosses throughout the cemetery
- Report on Master Plan updates as well as new sections of the Cemetery

IV. Question and Answer Session with Press and Public.

None.

V. Adjournment

Robert Cotner made a motion to adjourn the meeting at 6:20 p.m. Jack Downey seconded the motion. All were in favor.

The minutes from the March 3rd, 2021 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on March 4th, by Kari Fontenot, Parks Administrative Assistant, Sr.

Kari Fontenot, Administrative Assistant, Sr.

Kari Fontenot

and Patsy Pohl, Chair

Patsy Pohl