



**City of San Marcos
Regular Meeting Minutes
Cemetery Commission
May 26, 2021 4:00 pm**

I. Call to Order

The meeting was called to order at 4:02pm by Commission Chair, Patsy Pohl.

II. Roll Call

Commissioners Present

Robert Cotner
Michele Donnelly
James Downey
Gina Eben
Shannon Fitzpatrick
Patsy Pohl
Alison Tudor

Staff Present

Jamie Lee Case, Assistant Director of Parks and Recreation
Christie Murillo, Administrative Coordinator
Kelly Eby, Urban Forester

III. 30 Minute Citizen Comment Period: *Each speaker signed up prior to the meeting being called to order will be called in the order in which they signed-up. Each speaker will be provided up to three minutes to speak.* Persons wishing to participate (speak) during the Citizen Comment portion of the meeting must email jcase@sanmarcostx.gov prior to 12:00 p.m. the day of the meeting. A call-in number/link will be provided for participation. Written comments can also be submitted to jcase@sanmarcostx.gov for distribution to the board prior to the meeting.

- There were no citizen comments.

MINUTES

1. Consider approval, by motion, of the April 28, 2021 regular meeting minutes:

A motion was made by Shannon Fitzpatrick, seconded by Gina Eben, to approve the minutes from the April 28, 2021 Regular Meeting. The motion carried by the following vote:

For:	7 -	Robert Cotner, Gina Eben, Shannon Fitzpatrick, Alison Tudor, James Downey, Patsy Pohl, Michele Donnelly
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Against:	0
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DISCUSSION ITEMS

2. Receive an update from the Urban Forester regarding the status of trees in the San Marcos Cemetery:

- Kelly Eby, Urban Forester, presented.
 - She is using the Tree Risk app to make preliminary assessments.
 - Cemetery trees are being marked with ribbons to denote ones with lower canopy levels that are close to possible removal.
 - One Red Oak and one Red Ash are recommended for immediate removal.
 - She is continuing to watch the trees at the Cemetery until July, possibly even a full year, before moving forward with additional removals.
 - 52 trees at Cemetery had freeze damage.
 - Staff is in the process of getting removal quotes.
3. Receive a staff update and hold discussion regarding future meetings in person including, but not limited to time and location:
 - Assistant Director Jamie Lee Case provided update.
 - When City Council returns to in person meetings, the Cemetery Commission can return to them as well; perhaps in August.
 - Staff may need to consider looking for other meeting locations to better accommodate social distancing.
 - The Commission would like to keep the meetings at 4pm for June and July.
 - The Commission will consider moving the meeting time to 5pm or 5:30pm once the return to in-person occurs.
 4. Receive a staff update and hold discussion regarding responsibility for damaged headstones within the San Marcos City Cemetery:
 - Assistant Director Case provided update.
 - If the vandal is caught, they bear the responsibility of the cost.
 - If the vandal is not caught, unfortunately, the cost to repair falls on the family of the person whose headstone was damaged.
 - For older headstones, staff might be able to find the family or get with the Historical Preservation Commission for possible help with funding.

REPORTS

5. Receive a brief report from Commissioner Gina Eben on the condition of the cemetery:
 - Everything looks great and is nice and green from all the recent rainfall.
 - Robert Cotner would like to meet with Staff to point out an issue he came upon while out at the Cemetery.
6. Receive a staff update from Staff on the Cemetery Master Plan, new sections of the Cemetery, and the Columbarium project:
 - Assistant Director Case provided update via the site plans.
 - Columbarium documents have been signed and staff is waiting to begin the work. Project is still on track.
 - Pricing will still need to be set by City Council.

FUTURE AGENDA ITEMS

7. For next regular meeting:
 - Easement discussion/survey areas-*Commissioner Eben and Commissioner Tudor*

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.*
- There were no questions from the Press or Public.

V. Adjournment

The meeting was adjourned at 5:12pm by Commission Chair, Patsy Pohl.

Patsy Pohl

Cemetery Commission Chair

Christie Murillo

Staff Liaison

Notice of Assistance at the Public Meetings

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