



**City of San Marcos  
Regular Meeting Minutes  
Cemetery Commission  
January 25, 2023, 4:00 pm**

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**I. Call to Order**

The meeting was called to order at 4:03 pm by Commission Chair, Patsy Pohl.

**II. Roll Call**

**Commissioners Present**

Patsy Pohl  
Shannon FitzPatrick  
Cindy Casparis  
Gina Eben  
Marie Ramirez

**Staff Present**

Jamie Lee Case, Interim Director  
Valerie Valdez, Administrative  
Coordinator  
Victoria Tureaud, Administrative  
Assistant

**Commissioners Absent**

Clay Sullivan

**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](mailto: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](mailto: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 November 30, 2022, regular meeting minutes.

**A motion was made by Gina Eben, seconded by Marie Ramirez, to approve of the November 30, 2022, regular meeting minutes. The motion carried by the following vote:**

For: 5 - Shannon FitzPatrick, Patsy Pohl, Cindy Casparis, Gina Eben, Marie Ramirez

Against: 0

Absent: 1 - Clay Sullivan

## ACTION ITEMS

2. Consider approval of the annual renewal of the contract for Management & Operations of the San Marcos Cemetery with Gene Bagwell, DBA Maintenance Management for the term of April 1, 2023 – March 31, 2024, in the amount of \$167,065.09.
  - Commission went over the contract and questioned Director Jamie Lee Case if she knew the breakdown of profits and number of staff on his payroll.
  - Director Jamie Lee Case stated this information is not shared by any other vendor.
  - The Commission was satisfied with Jamie Lee's response.

**A motion was made by Shannon FitzPatrick, seconded by Clay Sullivan, to approve the annual renewal of the contract for Management & Operations of the San Marcos Cemetery with Gene Bagwell, DBA Maintenance Management for the term of April 1, 2023 – March 31, 2024, in the amount of \$167,065.09. The motion carried by the following vote:**

For: 5 - Shannon FitzPatrick, Patsy Pohl, Cindy Casparis, Gina Eben, Marie Ramirez

Against: 0

Absent: 1- Clay Sullivan

## DISCUSSION ITEMS

3. Hold discussion regarding landscaping for the cemetery entrance.
  - Director Jamie Lee Case announced that Alex VonRosenberg, Horticulturalist, would not be attending this meeting.
  - Patsy Pohl requested staff to notify the Garden Club with an update of landscaping of cemetery entrance.
  - Park staff agreed to notify the Garden Club.
  - Director Jamie Lee Case stated that Alex VonRosenberg, Horticulturalist, would be sharing a landscaping presentation at next meeting.
  - Gene Bagwell shared he would like to meet Alex VonRosenberg.
4. Hold discussion regarding possible increase in carbon dioxide caused by cremations.
  - Shannon FitzPatrick spoke about an informational article regarding possible increase in carbon dioxide caused by cremations.
  - Gene Bagwell shared what year the city started using concrete lining.
  - The Commission thanked Shannon for the information.

## REPORTS

5. Receive a staff update regarding the Roberts Section.

- Director Jamie Lee Case shared that she is waiting on a quote from Texas State University. Depending on cost it may be built into the cemetery budget.
  - Patsy Pohl asked Director Jamie Lee Case to give the commission details of the project.
  - Shannon Fitzpatrick questioned if there will be GPR (ground penetrating radar) and GIS mapping of the Roberts Section.
  - Director Jamie Lee Case shared that the project will be conducted by students of a GIS graduate class.
6. Receive a brief report from Commissioner Gina Eben and Patsy Pohl, on the condition of the cemetery.
- Commissioner Gina Eben shared that everything looks fine given the time of the year.
  - Commissioner Gina Eben shared that she received a complaint from an organization regarding a certain gravesite and the cemetery grounds.
  - Gina Eben emailed the organization and shared the rules, guidelines, and the maintenance schedule.
7. Receive a brief staff report on the status of the cemetery expansion project.
- Director Jamie Lee Case provided update on site plans.
  - City council approved the contract for expansion project.
  - Gene Bagwell questioned staff about the estimated timeline of the expansion project.
  - Director Jamie Lee Case shared that the construction would start in year 2024 and 2025.

## **FUTURE AGENDA ITEMS**

8. 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.*
- Receive a staff update regarding landscaping of the cemetery entrance.
  - Receive a staff update regarding the Roberts Section.
  - Receive a brief report from the Commission on the condition of the cemetery.
  - Receive a brief staff report on the status of the cemetery expansion project.

## **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.*

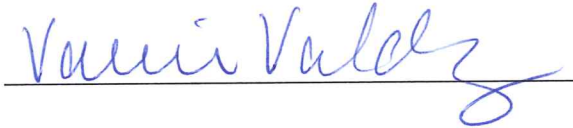
- There were no questions from the Press or Public.

## V. Adjournment

Shannon FitzPatrick moved to adjourn at 5:06 PM. Marie Ramirez seconded the motion.



Cemetery Commission Chair



Staff Liaison