



City of San Marcos

Regular Meeting Cemetery Commission

May 22, 2019

Grant Harris Jr. Bldg., Conference Room
401 E Hopkins ST
San Marcos, Texas

- I. **Call To Order** – Bobby Moore called the meeting to order at 5:15 on May 22.
- II. **Roll Call** – Members present were, Bobby Moore, Robert Cotner, Shannon Fitzpatrick, Michelle Donnelly, Patsy Pohl. Members absent were Peter Dedek. Staff present were Sandy Mckenzie.
- 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*

MINUTES

1. Consider approval, by motion, of the April 24, 2019 meeting minutes. Robert Cotner made the motion to approve the minutes as written and Shannon Fitzpatrick seconded the motion. Bobby Moore mentioned a type on the first bullet point on section 2. Robert amended his motion to approve as corrected and Shannon seconded the motion. All members were in favor, motion passed 4-0, Patsy Pohl was not a previous meeting so she did not vote.

PRESENTATIONS

ACTION ITEMS

DISCUSSION ITEMS

2. Discuss the updated budget, to include purchases that have recently been made. Sandy provided a copy of the budget to the commission members and they looked it over.
3. Update on the two curbing issues. Jesse is in the process of taking care of the Lopez lot and Myers Concrete has been in touch with Gene regarding the Contreras lot. Gene suggested to Myers that no work be done until after Memorial Day weekend. Sandy handed out a permit form for contractors doing curbing at the cemetery. It was suggested to put the form online with the other cemetery information. Sandy will update the form and have it put on the site. Sandy will also send the form to the local funeral homes so that they too have the information.

4. Discussion on possible Leadership San Marcos Project – Robert had thought that the commission could ask Leadership SM to take on the project of repainting the wrought iron fencing at the cemetery. The fence was done in three segments. Sandy will get with the construction manager Jason Pence to see what his thoughts are on how best to paint the fence and if it could be done.

REPORTS

5. Staff to receive direction from Cemetery Liaison regarding the upkeep of the cemetery. Bobby and Patsy went to the cemetery to see how things were going. The mowing is in process now and should be finished for the Memorial Day Weekend. One question by Shannon was about the old fence between the Cemetery and the newly acquired property, Sandy said she would ask Bert and Jason about the plans for it. Shannon also asked about the master plan of the columbarium and a timeline for it.
6. Report given by the Friends of the Cemetery. Shannon mentioned that the Friends are doing research for the walk in October. The area will be the Old Original Section H, I, and J and the Dixon 1.

FUTURE AGENDA ITEMS

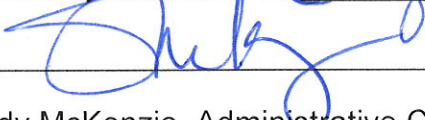
7. Staff to list agenda times, the content of the items can not be discussed at this time.
 - Master Plan
 - Curbing Updates
 - Sign
 - Repainting of the fence
 - Fencing around the new tower, when will it be finished
 - Process of naming a section

VI. 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.

V. Adjournment – Robert Cotner made the motion to adjourn the meeting, Shannon Fitzpatrick seconded the motion and all member were in favor. Motion passed 5-0 at 5:50.

The minutes from the May 22, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on July 2, 2019 by



Sandy McKenzie, Administrative Coordinator



Bobby Moore, Chair