



CEMETERY COMMISSION

Grant Harris Jr Bldg.

Regular Meeting

401 E Hopkins

Wednesday, January 23, 2019

5:15pm

MINUTES

1. Call to Order – Robert Cotner called the meeting to order at 5:18 pm on January 23, 2019.
2. Roll Call – Members present were Robert Cotner, Nancy Scott, Melani Liddle, Shannon Fitzpatrick, Bobby Moore, and Delores Gibbs. Members absent were Michele Donnelly. Staff present were Drew Wells, Bert Stratemann, and Sandy McKenzie. There were no others present.
3. Citizen Comment Period – Inquiries from speakers about matters not listed on the agenda will either be directed to the staff or placed on a future agenda for future discussion (3-minute time limit). None at this time.
4. Approval of the October 25, 2018 minutes. The commission noted that the December meeting was cancelled so there will be no minutes for the month of December. Shannon Fitzpatrick made the motion to approve the October minutes as written. Nancy Scott seconded the motion and all members were in favor. Motion passed 6-0.
5. Review of the budget - the budget was presented to the board. The main encumbrances were for the surveying of two areas of the cemetery.
6. Discussion/Recommendation – Approval or denial for the renewal of the contract for the maintenance of the cemetery by Gene Bagwell, dba Maintenance Management. CPI increase of 2.2 %. The commission discussed the performance of Gene Bagwell and Maintenance Management. The commission is happy with the work being done but would like to see the quarterly reports that Bert Stratemann is getting. Nancy Scott made the motion to approve the increase of the Maintenance Management Contract by 2.2%. Shannon Fitzpatrick seconded the motion and all members were in favor. Motion passed 6-0. The commission would like to consider asking that the yearly contract be moved to a Fiscal Year instead of the March-February so that it aligns with the budget.
7. Discussion/Recommendation – Approval of the new ordinance regarding terms and By-Laws. The commission had received the by-laws via email so that they could read them and if they had questions they could be answered at this meeting. Robert Cotner had a question regarding the amount of terms that a commission could hold. Previously the terms were two- 2-year terms. They are now moving as members are appointed or re-appointed to two-3-year terms. The commission asked for clarification on extending terms if there was a special project going on and Jamie Case via phone spoke to that and mentioned that if the City Council feels that it is needed for a commissioner to stay on they could extend the terms. With the clarification from Jamie Case on the terms, Shannon Fitzpatrick made the motion to

approve the by-laws as written. Melanie Liddle seconded the motion and all members were in favor. Motion passed 6-0.

8. Discussion on purchase of property off of Ranch Road 12, in front of Ramsey Addition – Drew mentioned that during the end of December that the City and Mr. Fields came to an agreement on the sale of the property off of Old RR 12 near Holland St, in front of the Ramsey Addition. The houses that are there will be removed with the exception of the rock house and that will be used as an office.
9. Discussion – New columbarium information – Drew mentioned that it is being considered to do the full build out of the columbarium area instead of doing phases of the project. He will be asking, in the upcoming budget, for the funds from CIP to build out the columbarium, plat the new section and make some new roads. Bert mentioned that Brent Luck will be doing a rendering of the columbarium area as well as the new section that will be put into the master plan.
10. Project Updates:
 - Fence – the city is holding off until the new section is surveyed.
 - Surveying of entire cemetery – Tri Tech has started the surveying of the Woodlawn section 8.
 - Signage in the cemetery, front entrance and plaque by flag pole – the Parks department will move the sign on the front column and Gene is supposed to repaint the one by the flag pole and then sand it down.
 - Ordinance changes – the ordinance is in the hands of legal, the revisions are done and now the commission will approve a resolution to move the changes forward to council. There will be a discussion item on next month's agenda for approval.
11. Discussion/Recommendation – Staff to receive direction on the following areas:
 - Cemetery Liaison – Robert had not recently met with Gene; however, the cemetery does look good. He was curious about the sign for the Tower Addition, Bert mentioned that It is done but that Jeannine from Lucky Sky Graphics was not able to get it installed yet. The other item that Robert mentioned, and this will be put on the next agenda, is the installation of a Windmill in the Old Original section. There are footings from the windmill that was there many years ago. The Historical Commission would donate the funds for the windmill.
 - Friends of the Cemetery Liaison – Nancy Scott mentioned that the next meeting will be on Tuesday, February 2 and she will have a report from that meeting next month.
12. Questions and answers from press and public – Questions answered regarding items that were discussed on this agenda only. None at this time.
13. Items for the upcoming agenda and meeting date – no discussion about the items at this time only the placement on the agenda for the next month.
 - Year in review report
 - Windmill in Old Original Section
 - Approve resolution to move forward the ordinance changes to council
 - Columbarium and New addition information
 - Signage

14. Adjourn

The minutes from the January 23, 2019 meeting of the City of San Marcos, Cemetery Commission are respectfully submitted on _____ by

Sandy McKenzie, Administrative Coordinator

Robert Cotner, Chair