



**City of San Marcos
Regular Meeting Minutes
Cemetery Commission
January 26, 2022
4:00 pm**

I. Call to Order

The meeting was called to order at 4:10 pm by Commission Chair, Patsy Pohl.

II. Roll Call

Commissioners Present

Patsy Pohl
Robert Cotner
Shannon FitzPatrick
Gina Eben
Jack Downey

Staff Present

Jamie Lee Case, Assistant Director
of Parks and Recreation
Valerie Valdez, Sr. Administrative
Assistant
Bert Stratemann, Parks Operations
Manager

Commissioners Absent

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 October 27, 2021, regular meeting minutes.

Commissioner Cotner stated he wanted the December 8, 2021, meeting noted in the October 27, 2021, minutes. Discussion was had regarding the December meeting. There was a lack of quorum, and the December meeting did not take place.

A motion was made by Shannon FitzPatrick, seconded by Jack Downey, to approve the minutes from the October 27, 2021, 2021 Regular Meeting. The motion carried by the following vote:

For: 4 -, Shannon FitzPatrick, Gina Eben, Patsy Pohl, Jack Downey

Against: 1 – Robert Cotner

Absent: 0

ACTION ITEMS

2. Discuss and consider granting approval of a request from Ms. Cora Dietzmann for the placement of a custom iron monument at the gravesite of her brother Paul Cervantes.

Commissioner FitzPatrick stated she would like to postpone this item until the family could be contacted and notified of the meeting to give them a chance to speak and be present for this item.

A motion was made by Shannon FitzPatrick, seconded by Robert Cotner, to postpone until the February meeting to decide on the request from Ms. Cora Dietzmann for the placement of a custom iron monument at the gravesite of her brother Paul Cervantes. The motion carried by the following vote:

For: 5 - Robert Cotner, Shannon FitzPatrick, Gina Eben, Patsy Pohl, Jack Downey

Against: 0

Absent: 0

3. Discuss and consider adding clarifying language to the Rules and Regulations regarding bird feeders and bird houses.

Commissioner Cotner expressed concerns about allowing bird feeders and bird houses. Chair Pohl stated she had spoken to the cemetery staff regarding policy of picking up bird feeders and bird houses. She stated the staff picks up such items. She also noted the Adair family may have seen the Texas State University bird houses posted for migration studies. The Adair family stated they were under the impression that the commission would be making changes to the wording to the ordinance at this meeting to allow bird feeders and bird houses. Commissioner Eben explained that the commission was not able to accomplish their research due to the loss of a commission member and several setbacks over the past few months. Mrs. Adair stated that she had a conversation with Gene Bagwell, Cemetery Maintenance Management, regarding a bench that is on the Adair plot. Dr. Adair requested the bench get added to the agenda for approval at the next meeting. Discussion was had among the commission to postpone action on the bird house and bird feeder until the February meeting.

Chair Pohl requested that staff research other public cemeteries rules and regulations on bird houses and bird feeders to present to the committee. She requested the information be submitted to the commission one week before the next meeting, so the committee has time to review and prepare for the February meeting.

A motion was made by Robert Cotner, seconded by Jack Downey, to postpone until the February meeting to add clarifying language to the Rules and Regulations regarding bird feeders and bird houses. The motion carried by the following vote:

For: 5 - Robert Cotner, Shannon FitzPatrick, Gina Eben, Patsy Pohl, Jack Downey

Against: 0

Absent: 0

DISCUSSION ITEMS

4. Receive a staff update regarding tree removals in the cemetery.

Jamie Lee Case, Assistant Director of Park and Recreation, gave the commission an update on the tree removal. She stated Kelly Eby, Urban Forester, has plans to replace the trees that have been damaged by the winter storm and disease. She will continue to keep the commission posted on the progress of the tree removal. She stated that Mrs. Eby is concerned about disease spreading among the trees and will continue to monitor that situation.

5. Receive an update and hold discussion regarding water faucets in the Woodlawn addition.

Bert Stratemann, Parks Operations Manager, stated that he is working on getting a contract for a plumber to add spigots to the Woodlawn addition. Commissioner Cotner asked if Woodlawn addition had been surveyed. Mr. Stratemann stated that Woodlawn Addition has been surveyed, and a map was created of the easements, gravesites, and irrigation. Mr. Stratemann also stated that some valves would need to be relocated due to the creation of new lots in that area. Commissioner Cotner requested to be present when the plumber is onsite.

6. Receive a list of proposed street names to consider from Commissioner Downey.

Commissioner Downey stated he spoke to the Discovery Center staff to compile a list of possible street names. The list consists of native tree and wildflower names. Commissioner FitzPatrick requested an email with the list of names to review. Commissioner Cotner suggested checking with City Hall to verify the names on the list are not currently in use. Chair Pohl stated that the commission will take action on this item at the next meeting to select the street name.

Proposed Street Names:

Mountain Laurel, Redbud, Yaupon, Agarita, Anacua, Bur Oak (Mossy Cup), Peppervine, Velvetleaf, Zizotes, Antelopehorn, Coral Berry, Beautyberry, Pequin, Blazing Star

REPORTS

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

Commissioner Eben stated the cemetery was groomed and trimmed. She stated the new columbarium is beautiful.

8. Receive a brief staff report on the status of the Columbarium project construction schedule.

Mrs. Case presented pictures of the columbarium to the commission. Mr. Stratemann gave an update to the commission on the phasing of the columbarium, wall wings, landscaping, and the ADA compliant parking. Discussion was had regarding pricing which has not been set at this time. The commission and staff discussed different price points for different areas of the columbarium, ossuary, and wing walls. The timeline for completion is projected for April 2022.

FUTURE AGENDA ITEMS

9. 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.*

- Tabled action item – bird house/ bird feeder and custom monument
- Commission members expired terms and appointments
- Review of the language and requirements of Ordinance Section 22.010. Interments
- Review of the language and requirements of Ordinance Section 22.014. Decoration of lots, crypts, and niches.

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 press or public comments at this time.

IV. Adjournment

The meeting was adjourned at 5:45 pm by Commissioner FitzPatrick, seconded by Commissioner Eben.

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For more information on the Cemetery Commission, please contact the Parks and Recreation Department at parksinfo@sanmarcostx.gov

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