



**City of San Marcos  
Regular Meeting Minutes  
Cemetery Commission  
March 22, 2023, 4:00 pm**

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**I. Call to Order**

The meeting was called to order at 4:03 pm by Commissioner Virginia Eben.

**II. Roll Call**

**Commissioners Present**

Virginia Eben  
Marie Ramirez  
Clay Sullivan  
Tim Bauerkemper  
Fay Cliett Gillham

**Commissioners Absent**

Cindy Casparis  
Patsy Pohl

**Staff Present**

Jamie Lee Case, Parks and  
Recreation Director  
Bert Stratemann, Operation  
Manager, Gene Bagwell,  
Maintenance Manager,  
Victoria Tureaud, Administrative  
Assistant

**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.

**PRESENTATION**

1. Receive a Staff presentation of the Cemetery Commission Bylaws.
  - Director Jamie Lee Case presented the Bylaws to the Commission.

**MINUTES**

2. Consider approval, by motion, of the February 22, 2023, regular meeting minutes.

**A motion was made by Tim Bauerkemper, seconded by Clay Sullivan, to approve of the February 22, 2023, regular meeting minutes. The motion carried by the following vote:**

For: 5 - Virginia Eben, Marie Ramirez, Fay  
Cliett Gillham, Clay Sullivan, Tim Bauerkemper

Against: 0 -

Absent: 2 – Patsy Pohl, Cindy Casparis

## **ACTION**

3. Discuss and consider nominations and the selection for the position of Chair of the Cemetery Commission.

**A motion was made by Clay Sullivan, seconded by Fay Cliett Gillham, to nominate Patsy Pohl as Chair of the Cemetery Commission. The motion carried by the following vote:**

For: 5 - Virginia Eben, Marie Ramirez, Fay  
Cliett Gillham, Clay Sullivan, Tim Bauerkemper

Against: 0 -

Absent: 2 – Patsy Pohl, Cindy Casparis

4. Discuss and consider nominations and the selection for the position of Vice–Chair of the Cemetery Commission.

**A motion was made by Marie Ramirez, seconded by Clay Sullivan, to nominate Virginia Eben as Vice-Chair of the Cemetery Commission. The motion carried by the following vote:**

For: 5 - Virginia Eben, Marie Ramirez, Fay  
Cliett Gillham, Clay Sullivan, Tim Bauerkemper

Against: 0 -

Absent: 2 – Patsy Pohl, Cindy Casparis

## **REPORTS**

5. Receive a staff update regarding the Ground Penetrating Radar at the Roberts Section in collaboration with Texas State University GIS graduate program.

- Director Jamie Lee Case gave an update to the commission.

- A meeting was held with Dr. Rebecca Davio of Texas State University, Jamie Lee Case, Bert Stratemann, Shannon Fitzpatrick, and Gene Bagwell to review the scope of the project.
  - Jamie Lee Case reported Dr. Rebecca Davio will be working with a third party who will perform the Ground Penetrating Radar.
  - Staff is waiting on a final proposal from Dr. Rebecca Davio.
6. Receive a brief report from Commissioner Virginia Eben, Marie Ramirez, and Clay Sullivan on the condition of the cemetery.
- Virginia Eben reported the cemetery looked in good condition and requested that all new commissioners tour the cemetery.
  - Marie Ramirez reported the cemetery looked great. She was appreciative of the tour given by Gene Bagwell.
  - Virginia Eben will bring in her color map of cemetery to make copies for new members.
7. Receive a brief staff report on the status of the cemetery expansion project.
- Bert Stratemann gave an update to the Commission. He and Gene Bagwell met with architect Brent Luck and engineer Gary Freeland at the cemetery.
  - Architect Brent Luck will be meeting with Gene Bagwell to go over the layout.
  - Bert Stratemann shared that traffic noise could be a problem during funerals held in the new section. Also he reported that the electric company will be rerouting the utility line.
  - Architect Brent Luck did a survey of trees that might need removal in the area and will ask Urban Forester Kelly Eby for her recommendations.
  - Bert Stratemann will have a follow up meeting with the architect and the engineer to receive a preliminary draft of the project.

#### **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.*
- Discuss volunteer schedule for condition of cemetery report.

#### **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.

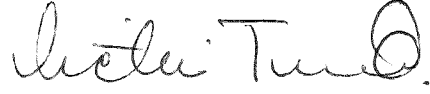
**V. Adjournment**

Clay Sullivan moved to adjourn at 4:34 PM. Marie Ramirez seconded the motion.



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Cemetery Commission Chair



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Staff Liaison