

**MINUTES OF THE  
CITY OF CARLSBAD  
CEMETERY ADVISORY BOARD  
REGULAR MEETING  
CEMETERY OFFICE  
BOARD ROOM  
1506 BOYD DRIVE  
THURSDAY, JANUARY 21, 2016**

**1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF A QUORUM.**

Voting Members Present:	Joanna Sieberg	Chairman
	Irene Rubio	Member
	Adon Rodriguez	Member
	Suzanne Carlsen	Member
 Voting Members Absent:	 Zolene Knott	 Member
 Ex-Officio Members Present:	 -	
 Ex-Officio Members Absent:	 Steve McCutcheon	 City Administrator
	Dale Janway	Mayor
 Others Present:	 Lupe Ornelas	 Cemetery Manager
	Diana Dorado	Cemetery Secretary
	Steve Hendley	Director of Sports & Recreation
	Orlando Garza	Maintenance Contractor
	Dick Doss	Councilman
	Ernesto Losaya	Citizen

**2. APPROVAL OF AGENDA:**

The motion was made to approve the agenda by Mrs. Carlsen and seconded by Mrs. Rubio Voting Yes - Rodriguez, Sieberg, Rubio, Carlsen. Voting No – None. Absent – Zolene Knott  
The motion passed.

Mrs. Sieberg reminded everyone before they went any further with the meeting, that it is being recorded and transcribed by the secretary for public information. Mrs. Sieberg mentioned that in some of recent meetings everyone has been talking over each other and it's was very difficult to understand one another other. She asked everyone to please limit discussions till after each report is given.

**3. APPROVAL OF MINUTES FOR REGULAR MEETING DECEMBER 17, 2015:**

The motion was made by Mrs. Carlsen and seconded by Mr. Mrs. Rubio to approve the Minutes for the December 17, 2015 meeting. Voting Yes - Sieberg, Rodriguez, Carlsen, Rubio. Voting No – None. Absent –Zolene Knott. The motion passed.

**4. APPROVAL OF MONTHLY CEMETERY REPORTS:**

The motion was made to approve the Monthly Cemetery report by Mrs. Knott and seconded by Mrs. Rubio Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Zolene Knott. The motion passed.

**5. APPROVAL OF CEMETERY MAINTENANCE REPORT:**

Mr. Garza discussed his daily duties at the Carlsbad Cemetery. Mr. Garza said they continue pruning trees, shrubs and bushes. He said they pruned all of the evergreens on the north and eastern fence lines. Mr. Garza said Brian Nicholas continues with the upkeep of Sunset Gardens Cemetery. Mr. Garza also talked about how the snow storm that occurred last month caused some damage in their storage shed. The Roof caved in on some of his equipment. He said the snow storm also caused a lot of extra work for them in the cemetery. They snow plowed all the driveways and parking areas throughout the cemeteries for a total of 38 hours. Mr. Garza also discussed how he has been paying someone to haul away all the bushes and trees that they have been pruning. He says he has no way of disposing of them. Mr. Rodriguez asked Lupe if Mr. Garza could get some help from City workers. Lupe said he had already tried to help by asking the Solid Waste Department to bring extra bins so that Mr. Garza could dispose of all the limbs and bushes that way. Mr. Garza said the bins are not big enough and get full right away. Lupe said he would look into what else he could do to help with that problem. The motion was made to approve the Cemetery Maintenance report by Mrs. Carlsen and seconded by Mrs. Rubio Voting Yes -Rodriquez, Rubio, Sieberg, Carlsen. Voting No – None. Absent –Zolene Knott. The motion passed.

**6. CEMETERY MANAGER'S REPORT:**

Lupe started his report by telling Mr. Garza that the cemetery looks amazing and he has done a really good job maintaining the cemetery. In fact, Lupe said a visitor had come by earlier that day to the Carlsbad Cemetery and told him that the Carlsbad Cemetery was one of the prettiest cemeteries she had seen in this part of New Mexico. Lupe discussed how the Legacy Mark Software people would be in the Cemetery Office the week of January 19-Feb 2, 2016 to do all the scanning that is needed to start the data input process. Lupe said he wasn't real sure how long the whole process would take before the public would be able to access it through the City Website. Lupe said they have already poured concrete for Mrs. Rubio's monument, Polo Munoz's monument and the Sunset Gardens Baby Land monument. He said he didn't know when the actual monuments would be ready to be installed but they are planning on holding a dedication ceremony for all of those once they have been completely installed. He said the trees for the Sunset Gardens Project have gone out to bid. He plans on spreading them throughout all of the Sunset Gardens Cemetery. He is hoping that on the next budget he can get money for landscaping. Lupe said he plans on opening the next block, which is Block 3 of Section Q in the first week of February. The motion was made to approve the Cemetery Manager's report by Mrs. Rubio and seconded by Mrs. Carlsen Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Zolene Knott. The motion passed.

**7. DISCUSSION OF BENCH PROGRAM**

Lupe said he was asked by the mayor to discuss the Bench Program with the Cemetery Board. He said the Mayor is considering starting the Bench Program at the Cemetery and it will be a lot like the Bench Program that was introduced at the Carlsbad Beach Park a few years back. He was asked by the Mayor to inquire about prices with Bob Forrest. Lupe said that each bench will cost \$2000. He said they will be concrete benches and the same size as the ones at the beach. He said an individual can purchase half of the bench for \$1000. Each bench will come with a marker and on each marker you will be able to have 75 to 100 characters inscribed on it. Then someone else can purchase the other half of the bench and then they can also have a marker placed on their half of the bench. Lupe said the contact person to inquire more about those benches would be Bob Forrest. He also said the checks would have to be made out to the Carlsbad Foundation. Mrs. Sieberg clarified that this is strictly the Mayor's project and this is not anything that the board would be voting on. Lupe added that the only decision he would be making regarding the benches would be weather the designated placement of the bench that the customer selects will be ok and doesn't block any water lines. Lupe said as far as the placement of all the green benches that were purchased a few months ago, it's going to be put on hold for now. However, Lupe said 8 of the 31 green benches will be placed at Sunset Gardens and four of them were going in at the Honor Guard building. Mrs. Carlsen suggested that maybe the green benches could be sold as a part of the Bench Project

instead of the concrete benches the Mayor is proposing. She said the green benches because of the holes they have in them will breathe and stay cooler than a cement bench. Mrs. Carlson said that on a hot summer day you cannot even attempt to sit on a cement bench without getting burned. Lupe said that he would let the Mayor know about all the input the Cemetery Board had regarding the Bench Program.

**8. REPORT ON VETERAN'S CEMETERY:**

Mr. Rodriguez discussed some options that the City is considering on how to proceed with the Veteran's Cemetery. He said they have discussed breaking away from the State and maybe bringing in Eddy County. They want to discuss if the City can move forward with constructing their own Veteran's Cemetery. This of course would not be recognized as a National Veteran's Cemetery but it would still be strictly a Veteran's Cemetery. Mr. Rodriguez said in order to move forward they would have to first retrieve the title to that property back from the State of New Mexico. Lupe said that the Mayor had instructed him to be sure and include the Veteran's Cemetery property when they started installing all the new electrical system for the new irrigation system out at Sunset Gardens. The Mayor wanted the electrical system installed just in case they needed it in order to move forward with the Veteran's Cemetery. Lupe said he was aware that the City had three different layout options to choose from and asked Mr. Rodriguez which one they had decided on. Mr. Rodriguez said they have not decided which one yet and would be having future meetings to decide.

Before adjournment Mrs. Sieberg discussed a letter she had written from the Cemetery Board to Mr. McCutcheon. She said she had been asked to write the letter by Mr. Doss. She said that in the letter she had asked Mr. McCutcheon to consider purchasing a new storage building for the Carlsbad Cemetery since it was desperately needed for the new maintenance contractor. Mr. Garza has purchased some very expensive equipment and feels he doesn't have a proper place to store all his equipment. She said Mr. McCutcheon replied and agreed that a new storage building is definitely needed. Mr. McCutcheon said that purchase was already being considered for the new fiscal year that starts on July 1, 2016.

**9. ADJOURNMENT:**

Meeting was adjourned at 4:47 p.m.

  
Chairman

4-21-16  
Date