

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

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

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

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.

3. APPROVAL OF MINUTES FOR REGULAR MEETING JANUARY 21, 2016:

The motion was made by Mr. Rodriguez and seconded by Mrs. Carlsen to approve the Minutes for the January 21, 2016 meeting. Voting Yes - Sieberg, Rodriguez, Carlsen, Rubio. Voting No – None. Absent – Zolene Knott. The motion passed.

4. APPROVAL OF GENERAL OPERATING CASH REPORTS:

Lavelta Jenkins the Assistant City Treasurer discussed the 2nd Quarter Financial Report with the Cemetery Board. The motion was made by Mrs. Carlsen and seconded by Mrs. Rubio to approve the General Operating Cash Reports. Voting Yes - Sieberg, Rodriguez, Carlsen, Rubio. Voting No – None. Absent – Zolene Knott. The motion passed.

5. APPROVAL OF MONTHLY CEMETERY REPORTS:

Before the approval of the Monthly Cemetery Reports, Mrs. Carlsen wanted to mention how a citizen at a public meeting that she was present at had stood up and paid a compliment to the Carlsbad Cemetery. The citizen said that he had never seen the cemetery look as good as it does. The motion was made to approve the Monthly Cemetery report by Mrs. Carlsen and seconded by Mrs. Rubio. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Zolene Knott. The motion passed.

6. APPROVAL OF CEMETERY MAINTENANCE REPORT:

Mr. Garza discussed he and the six individuals that he employs have logged 3420 hours during the months of February, March and April, 2016. They maintain the Carlsbad Cemetery, Santa Catarina Cemetery, Santa Teresa Cemetery, and the Sunset Gardens Cemetery. He said they continue to prune trees, shrubs and bushes. Trash collection occurs daily to prevent unsightly conditions. He discussed his watering schedule. He said he continues to treat areas with herbicide, fertilizer and pesticide. Mr. Garza mentioned that he personally had bought and placed new trash can receptacles in the Honor Guard Area. Mr. Rodriguez said he wanted to mention that Mr. Garza always goes beyond the call of duty. He gave an example of that. He said the previous week Mr. Garza had helped the Honor Guard move a gun safe that they keep at the Police Department. Mr. Garza thanked Mr. Rodriguez for his appreciation. Mr. Garza discussed his concern on how long the City is taking to completely finish installing all the division signs throughout at the Carlsbad Cemetery. Lupe said that the City Sign Department is very short-staffed right now and added that the Cemetery isn't the only department that they do work for. Mr. Garza asked Lupe if there was any way that the City could consider contracting the sign installation job out. Lupe said initially that was the option they had considered but when he had gone out to get estimates, it turned out to be a very expensive option. Mr. Rodriguez asked Mr. Hendley if there was any way he could talk to a supervisor over the Sign Department to see if they could speed up the process somehow. Mr. Hendley said he could try and talk to a supervisor but he didn't seem to think that was going to help. He said that the Sign Department is running very short-staffed and that is the main reason for the delays. Mr. Rodriguez asked Lupe if the ditch behind the maintenance building could be filled up with dirt because everyone seems to think that it's a dumping ground. Lupe said that he believes the ditch is being used for drainage purposes. Lupe said he is going to double check on that before Mr. Garza fills the ditch up with dirt. The motion was made to approve the Maintenance Report report by Mrs. Carlsen and seconded by Mrs. Rubio. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Zolene Knott. The motion passed.

7. APPROVAL OF THE CEMETERY MANAGER'S REPORT:

Lupe said the Babyland monument was finally installed at Sunset Gardens Cemetery and it looks really nice. Mr. Rodriguez asked who had made the monument. Lupe said that Jaime's welding had made the Babyland monument. Mrs. Sieberg added that the monument indeed turned out really nice and it also had a plaque with a very nice inscription on it. Lupe discussed the status of the tree project for Sunset Gardens. Lupe said the project will go before the City Council for approval in the next council meeting. Once the project is approved then it can then go out for bid. He said as soon as a bid is selected, he can get a purchase order for it and the tree installation can start immediately. Lupe said there should be a total of 78 trees being planted throughout Sunset Gardens. He said the money that is left over from the tree project fund will be used to install an irrigation system for all the new trees. Lupe added that a big shade tree would be added right by the mausoleum in order to add shade to that area which is something Mr. Rodriguez had suggested in the past. Mr. Rodriguez asked Lupe if he was going to have all the concrete slabs that are by the mausoleum removed. Lupe said that wasn't something that he was currently working on. Mr. Garza added that maybe that concrete slabs could be used to place a storage shed on top of it. Lupe said that probably wasn't possible because he was sure the cement slabs wouldn't meet code standards. Lupe and Mr. Garza had to leave abruptly for an emergency that came up in the cemetery. Before closing the Manager's report, Mrs. Sieberg wanted to mention the ceremony that the City of Carlsbad had held in Irene Rubio's honor. The ceremony was held a couple of weeks back in the Santa Catarina Cemetery. She

said the monument that the City had installed in the Santa Catarina Cemetery was very beautiful and paid great tribute to Irene for all her hard work and dedication that she had put into that cemetery. The motion was made to approve the Cemetery Manager's report by Mrs. Carlsen and seconded by Mrs. Rubio. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Zolene Knott. The motion passed.

8. DISCUSSION OF DEVELOPMENT OF SECTIONS C AT SUNSET GARDENS

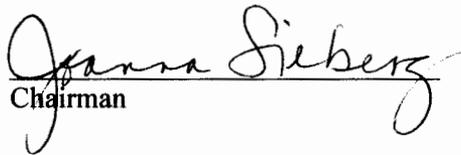
Mrs. Sieberg said this topic was something that Lupe had planned to discuss but since he had to leave on an unexpected emergency, she was going to table the discussion till the next Board meeting.

9. REPORT ON VETERAN'S CEMETERY:

Mr. Rodriguez said he did not have a veteran's report to give however; he wanted to be sure and mention the town hall meeting that will take place regarding the Veteran's Cemetery. He said the town hall meeting will be held on Thursday, April 28, 2016 at the Carlsbad Public Library at 6:00pm. They will be discussing the Veteran's Cemetery and the current status of the project. He also added that there would be a pre-meeting BBQ being held from 4:00pm to 6:00pm.

10. ADJOURNMENT:

Meeting was adjourned at 4:46 p.m.


Chairman

7-21-16
Date