


**MINUTES OF THE
CITY OF CARLSBAD
CEMETERY ADVISORY BOARD
REGULAR MEETING
MUNICIPAL ANNEX CONFERENCE ROOM
114 S. HALAGUENO
THURSDAY, JULY 20, 2017**

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

Voting Members Present:	Joanna Sieberg Adon Rodriguez Suzanne Carlsen	Chairman Member Member
Voting Members Absent:	Irene Rubio Ed Newton	Member Member
Ex-Officio Members Present:	-	
Ex-Officio Members Absent:	Steve McCutcheon Dale Janway	City Administrator Mayor
Others Present:	Lupe Ornelas Steve Hendley Diana Dorado Orlando Garza Wendy Hammett Alan Wood	Cemetery Manager Director of Sports & Rec. Cemetery Secretary Maintenance Contractor Finance Director Denton Wood Funeral Home



2. APPROVAL OF AGENDA:

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

3. APPROVAL OF MINUTES FOR REGULAR MEETING APRIL 20, 2017:

The motion was made by Mr. Rodriguez and seconded by Mrs. Carlsen to approve the Minutes for the April 20, 2017 meeting. Voting Yes - Sieberg, Rodriguez, Carlsen. Voting No – None. Absent –Newton, Rubio. The motion passed.

4. GENERAL OPERATING CASH REPORTS:

Wendy Hammett discussed the General Operating Cash Reports. She went over the April, 2017 Cash Report then the May, 2017 Cash Report. She discussed what she normally looks for and reviews to make sure that everything checks out and balances. She said she had reviewed both of these reports and nothing looked out of the ordinary.

5. APPROVAL OF QUARTERLY CEMETERY FINANCIAL REPORTS

Mrs. Hammett discussed the financial reports period ending May, 2017 with the Cemetery Board. She asked the Cemetery Board if they had any questions regarding the check registers. The Cemetery Board did not have any questions and said everything looked good.

6. APPROVAL OF MONTHLY CEMETERY REPORTS:

Mr. Rodriguez asked who it was that stated in the last meeting that they would contact the City Attorney to inquire about the matter of who exactly is responsible for raising sinking headstones out at the cemeteries. Lupe said that Mr. Hendley was suppose to contact the City Attorney regarding the monuments. Lupe said that sometimes the maintenance doesn't have a choice but to move the monuments if they are hindering them from digging in an area where there is a scheduled funeral. If they happen to damage a stone in the process then the City would definitely pay to repair the damages. Mr. Hendley said he never did meet with the City attorney regarding the monuments. Orlando said that typically if the plot owner calls and requests for a sinking monument to be raised then they go ahead and raise those monuments.

7. APPROVAL OF CEMETERY MAINTENANCE REPORT:

Mr. Garza discussed his maintenance report. He said that everything is going smoothly at both cemeteries with the exception of the trees. He said that he's had several complaints from the public regarding the sycamore trees in the Carlsbad Cemetery that appear to be dying. He said they are not dying. He explained that sycamore trees tend to be more susceptible to fungus and they go through a cycle about every other year. He said that they are treating them for fungicide and watering them daily and they seem to be coming back. Orlando said that he feels that someone is trying to sabotage him. He said someone is shutting off the water valves and all the bubblers. Orlando said in order to put a stop to that he has chained up all the water valve boxes but he can't do anything about the bubblers. He said he is considering installing cameras out at the cemetery.

8. APPROVAL OF THE CEMETERY MANAGER'S REPORT:

Lupe discussed a complaint that came through the City's Facebook page regarding a plot in Baby land. The customer complained that the grass was way overgrown near all the monuments in Baby land. Mr. Garza said that they can't be as thorough in Baby land as they are everywhere else because there is so much more items and trinkets placed in Baby land and that hinders them from getting to all those overgrown areas. Mr. Rodriguez asked if the pamphlets with all the rules and regulations were ever given out to the funeral homes so that they could hand them out to the public. Lupe said the pamphlets were given out to the funeral homes. Mrs. Sieberg asked the Cemetery Board if they had any ideas for a solution to all the illegal items that the public continues to place out at the cemetery. Mrs. Carlsen said that the Cemetery already has all the rules and regulations set in place they just need to start enforcing them. They need to keep removing all the illegal items until the public finally realizes that they can't put all those items out there. Mr. Rodriguez asked if the gates were going to be painted any time soon. Lupe said that he does have a quote for someone to paint some of the cemetery gates but there just isn't enough money in the Cemetery budget to do all the gates at the same time. He said it will take some time but eventually will get them all painted. Lupe discussed a matter that has become a safety issue in the Carlsbad Cemetery. He said that the public has started using the cemetery as an access road to get to Boyd Drive from Juarez Street. He said they are speeding through the cemetery and he's afraid that they will end up running someone over at the cemetery. He said the solution for now is to close the side entry gate on Juarez Street starting at Noon till the next morning every day. He set those times because the problem seems to be at lunch time and in the evening when everyone is getting out of work. Alan from Denton Wood Funeral Home asked if they could leave that side gate open whenever they have a funeral scheduled. Lupe said that they could definitely leave it open any time he has a funeral scheduled. Lupe discussed all the complaints that came

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into the Cemetery office in the last couple of months. He said they were all addressed and have been taken care of.

9. **ADJOURMENT:**
Meeting was adjourned at 4:50 p.m.

Chairman



Date

Digitally signed by Lupe Ornelas
DN: cn=Lupe Ornelas, o=City of Carlsbad, ou=Cemetery,
email=lqornelas@cityofcarlsbadnm.com, c=US
Date: 2017.07.27 08:34:54 -06'00'

DRAFT