

**MINUTES OF THE
CITY OF CARLSBAD
CEMETERY ADVISORY BOARD
REGULAR MEETING
MUNICIPAL ANNEX CONFERENCE ROOM
114 S. HALAGUENO
THURSDAY, JANUARY 16, 2020**

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

Voting Members Present:	Dick Vandyke Suzanne Carlsen Desiree Kicker	Chairman Member Member
Voting Members Absent:	Amy Calderon	Member
Ex-Officio Members Present:	-	
Ex-Officio Members Absent:	Michael Hernandez Dale Janway	City Administrator Mayor
Others Present:	Pat Cass Diana Dorado	Director of Public Works Cemetery Coordinator

2. APPROVAL OF AGENDA:

The motion was made to approve the agenda by Mrs. Kicker and seconded by Mrs. Carlsen Voting Yes - Vandyke, Carlsen, Kicker. Voting No – None. Absent – Calderon. The motion passed.

3. APPROVAL OF MINUTES FOR REGULAR MEETING OCTOBER 17, 2020:

The motion was made by Mrs. Kicker and seconded by Mrs. Carlsen to approve the Minutes for the January 16, 2020 meeting. Voting Yes - Vandyke, Carlsen, Kicker. Voting No – None. Absent – Calderon. The motion passed.

4. CONSIDER APPROVAL OF AMENDING RULES AND REGULATIONS REGARDING THE PLACEMENT OF FLAGS ON GRAVES:

Mr. Vandyke discussed consideration for amending the rules regarding the placement of flags on gravesides. He presented pictures that he had taken at Carlsbad Cemetery of a full-sized flag on a particular graveside where the flag was draped over the monument touching the ground. He stated that it is very disrespectful for a flag to be touching the ground. He suggested amending the rule specifically by listing a flag size permitted on gravesides. Mr. Vandyke stated that being more specific on a flag size that is permitted at the cemeteries will lessen the chances that the flag will be too big and therefore draping on the ground. Mrs. Carlsen stated that implementing a new rule is the easy part but getting the public to follow the rules is the hard part. Mrs. Kicker added that even though some of the public may ignore the rules however she feels that by implementing the flag rule and setting it in black and white will allow the Cemetery Department to reference the flag rule and try to enforce it. Mr. Cass stated that any rules that are amended first have to be approved

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by the City Council. Mr. Vandyke asked what the proper procedures are in order to move forward with the rule amendment. Diana stated that she will inquire about the necessary steps that need to be taken in order to amend a rule. Mrs. Carlsen made the motion to table the issue until the next meeting so that all the proper steps can be taken. Voting Yes - Vandyke, Carlsen, Kicker. Voting No – None. Absent – Calderon. The motion passed.

5. DISCUSS THE BUILDING MAINTENANCE REPAIRS NEEDED AT THE SUNSET GARDENS MAUSOLEUM:

Mr. Vandyke asked Mr. Cass if he was the person overseeing the repairs that were being done at the Sunset Gardens Mausoleum. Mr. Cass stated that he was only overseeing the repairs that were made to the sheetrock and had been damaged by the leaks in the roof. Mr. Vandyke stated that the walkway is also in bad shape and desperately needs repairs and he added that it can be a safety hazard to the public. Mr. Cass stated that the Projects Department is in charge of all the other repairs being made at the Mausoleum. Mr. Vandyke asked if there was a specific reason as to why there weren't any flags being flown at Sunset Gardens. Mr. Cass said he would get with Orlando to find out the reasoning for no flags being flown and to make sure that they do put up some flags. Mr. Vandyke added that he had also noticed that a military type memorial headstone set in front of the Mausoleum has a lot of missing letters. Diana said she would look into what needed to be done to replace all the lettering. Mrs. Carlsen stated that she had tried to look up the previous Cemetery Board Meeting Minutes on the City of Carlsbad website and had been unable to locate them. Diana stated that she was aware that previously there had been some issues with the Cemetery Board Meeting Minutes being posted online but those issues have since been resolved and they have now been made available to access online.

6. CEMETERY FINANCIAL REPORTS :

A Finance Department representative was not available to discuss the Cemetery Department Financials. Mr. Cass stated that he would attempt to try to give an overview of the financial report. Mr. Cass stated that the Cemetery Budget appeared to be right on track and where it needs to be at this point in the fiscal year. Mr. Vandyke asked what the other figures showing up as negative represented. Diana said that the figures represented the revenues that have been taken in so far such as cemetery plot payments and fees collected for the opening and closing of the graves.

7. MONTHLY CEMETERY REPORTS:

Mr. Vandyke stated that it appeared like the number of burials from month to month seem to be staying consistent. He added that there was only one complaint in three months and Mr. Garza seemed to be doing a great job at the Cemetery. Mr. Vandyke asked how the handling of public complaints are typically handled. Diana stated when a complaint is made either by phone or by email a complaint form is filled out and then sent over to the groundskeepers. Once the groundskeepers call back to say that they have addressed the issue in the complaint, then the complainant will get a return call letting them know the issue has been resolved.

8. CEMETERY COORDINATOR'S REPORT:

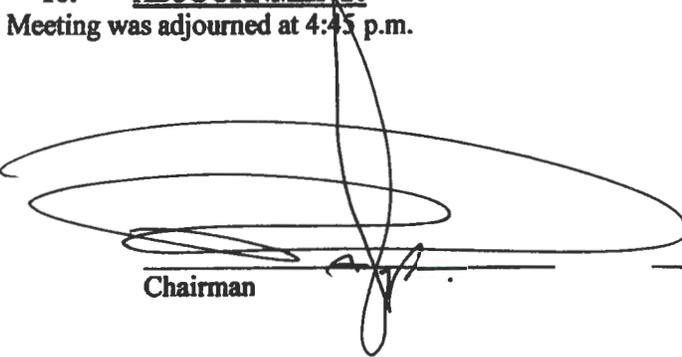
Web.cemeteries.com is the new company that has provided the City of Carlsbad with a proposal and a quote for new cemetery software. Diana discussed some of the functions and capabilities the new software will have and the overall cost. Mrs. Carlson and Mrs. Kicker agreed that it appeared that the new software will be very beneficial to not only the Cemetery Department but to the public as well.

9. CEMETERY MAINTENANCE REPORT:

Mr. Garza was not able to be present at the Cemetery Board Meeting due to some prior scheduling of a doctor's appointment that he had to attend out of town. Mr. Vandyke asked why it appeared that some trees are still dying. Mr. Cass stated that it was due to the tree borer problem that everyone is dealing with all

over town not just the cemeteries. He said Orlando is trying to get a handle on it by removing the trees that have been affected by the tree borers so that it doesn't spread to the other trees. Mr. Vandyke asked what steps should be taken if someone wants to plant some trees at the cemetery. Mrs. Carlson stated that it appeared to her that no one seems to be following the proper chain of command and everyone seems to go straight to the Mayor's office and that really is an issue that should come before the Cemetery Board for approval. Mr. Vandyke asked Mr. Cass if he could relay to everyone in the next director's meeting that everyone should start enforcing following the proper chain of command and that should apply to the public too. Mrs. Kicker stated that the Cemetery Board is still short one board member and she knows someone that might be interested in being a board member. Mr. Vandyke stated that everyone can recommend someone to the rest of the board members and then a list of names can be taken to the mayor so that he can make a final selection and approve a new board member.

10. **ADJOURNMENT:**
Meeting was adjourned at 4:45 p.m.


Chairman _____ Date 7-19-2021