

**MINUTES OF THE
CITY OF CARLSBAD
CEMETERY ADVISORY BOARD
REGULAR MEETING
MUNICIPAL ANNEX CONFERENCE ROOM
114 S. HALAGUENO
THURSDAY, OCTOBER 21, 2021**

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

Voting Members Present:	Dick VanDyk	Chairman
	Suzanne Carlsen	Member
	Deanna Taylor	Member
	Desiree Kicker	Member
Voting Members Absent:	–	
Ex-Officio Members Present:	–	
Ex-Officio Members Absent:	John Lowe	City Administrator
	Dale Janway	Mayor
Others Present:	Diana Dorado	Cemetery Coordinator
	Sandy Gonzalez	Grants Administrator
	Pat Cass	Director of Public Works
	Orlando Garza	Cemetery Groundskeeper

2. APPROVAL OF AGENDA:

The motion was made to approve the Agenda by Mrs. Taylor and seconded by Mrs. Kicker Voting Yes - VanDyk, Carlsen, Taylor, Kicker. Voting No – None. Absent – None. The motion passed.

Deanna Taylor announced that this would be her last meeting as a Cemetery Board member. She is moving to Las Cruces, NM.

3. APPROVAL OF MINUTES FOR REGULAR MEETING JULY 15, 2021:

The motion was made by Mrs. Taylor and seconded by Mrs. Kicker to approve the Minutes for the July 15, 2021 meeting. Voting Yes - VanDyk, Carlsen, Taylor, Kicker. Voting No – None. Absent – None. The motion passed.

4. CEMETERY FINANCIAL REPORTS

Sandy, the Budget Accountant, discussed the Cemetery’s financial reports. The reports that she discussed were through August, 2021. Sandy said revenue was up 13%. Sandy asked Mr. Cass about the current projects that were a part of the Cemetery Department budget. Mr. Cass said that the shed project is complete and the Cemetery Fencing is ongoing. Diana said the Cemetery Software project is also ongoing. Sandy asked about the Veteran’s Honor Guard Cemetery project. Mr. Garza said that

the sprinkler system has been installed into that section of the cemetery and that is the only progress made on that particular project.

5. MONTHLY CEMETERY REPORTS

Mr. VanDyk and the Cemetery Board discussed the monthly reports. Mr. VanDyk asked if there had been any complaints during the 3-month period of the reports. Diana stated that there were no complaints and in the past the majority of the complaints that would come in were people requesting for their sinking headstones to be raised. She said she is now referring the public to call the monument company to raise their sinking headstones as our groundskeepers are no longer responsible for that job. They do not have the proper equipment to do so and they do not want to be held liable if the headstones are damaged in the process.

6. CEMETERY MAINTENANCE REPORT

Mr. Garza said that they are weedeating, mowing and doing trash pick-up every day and he is down to watering 3 days a week. Mr. Garza said that he is struggling with the code enforcement issues in the new section. He said it is so out of control with the public not abiding by the cemetery rules. They are placing so many items that are against the rules and therefore interfering with the groundskeeping. Mr. Garza said that something has to be done about the code enforcement violations because it is now causing safety issues for his workers. Mr. Garza stated that one of his employees needed to go get stitches due to the flying glass that got caught up in the weedeater. Mr. VanDyk suggested maybe having the customer sign off on the rules when they come in and purchase the plots. Mrs. Carlsen said the only problem with doing that is that usually it's the plot purchaser that ends up in the plot and the family of that purchaser that are typically the rule violators. Mrs. Taylor suggested that signs of the cemetery rules be placed throughout the cemetery. Mr. Garza informed her that signs with the cemetery rules listed are already posted at all the entrances. Mr. VanDyk asked who the code enforcement for the cemetery was and Diana stated that there is not anyone assigned to do code enforcement at the cemetery. Mrs. Taylor suggested that maybe one of Mary Garwood's youth groups could help out on removing some of the items that are in violation. Everyone agreed that it probably wouldn't be a good idea. Mr. Garza said he stopped regulating the code enforcement because it was starting to reflect as complaints on him when people would call in and complain about all their items being removed. Mrs. Kicker suggested creating a new form strictly used for code enforcement violators. Mr. Cass suggested that they needed to discuss this issue with John Lowe then everyone will know how to proceed with the code enforcement issue. Mr. Cass stated that he would be calling John Lowe to try and set up a meeting then he would let Mr. Garza and Mr. VanDyk know so that they can attend that meeting as well. Before concluding the meeting Mr. VanDyk let Mr. Garza know that the flag at Santa Catarina needed to be replaced.

7. ADJOURNMENT:

Meeting was adjourned at 4:46 p.m.



Chairman

1-20-2022

Date