

**MINUTES OF THE
CITY OF CARLSBAD
CEMETERY ADVISORY COMMITTEE
REGULAR MEETING
MUNICIPAL ANNEX CONFERENCE ROOM
114 S. HALAGUENO
THURSDAY, JANUARY 18, 2024**

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

Voting Members Present:	Alan Wood	Chairman
	Suzanne Carlsen	Vice-Chairman
	Sam Plumlee	Member
	Jason Shirley	Member
Voting Members Absent:		
Ex-Officio Members Present:	Richard D. Lopez	Mayor
Ex-Officio Members Absent:	Wendy Austin	City Administrator
	KC Cass	Deputy City Administrator
Others Present:	Diana Dorado	Cemetery Coordinator
	Pat Cass	Director of Public Works
	Orlando Garza	Cemetery Groundskeeper

2. APPROVAL OF AGENDA

The motion was made to approve the Agenda by Mr. Shirley and seconded by Mr. Plumlee.
Voting Yes - Carlsen, Wood, Shirley, Plumlee. Voting No – None. Absent –None. The motion passed.

3. APPROVAL OF MINUTES FOR REGULAR MEETING OF CEMETERY COMMITTEE APRIL 20, 2023

The motion was made by Mrs. Carlsen and seconded by Mr. Shirley to approve the Minutes for the April 20, 2023 meeting.
Voting Yes - Wood, Carlsen, Shirley, Plumlee. Voting No – None. Absent – None. The motion passed.

4. MONTHLY CEMETERY REPORTS

The Monthly Reports for October, November, and December, 2023 were discussed. Mrs. Carlsen mentioned that maybe the Cemetery Committee should consider going back to meeting monthly instead of quarterly. Mr. Garza stated that he did not think that was necessary. Mrs. Carlsen said they could go back to monthly meetings just until some of the ongoing issues are resolved. Mr. Shirley suggested that if it was necessary to call a special meeting that could also be an option. Mr. Wood agreed that if a special meeting was needed then they could set one up.

5. **CEMETERY MAINTENANCE REPORT**

Mr. Garza discussed his maintenance report. He said everything has been business as usual. He mentioned some concerns about the contractor and his workers that are currently working on the fencing at Carlsbad Cemetery. They have been leaving some of the piping just scattered around and it is causing some hardship on being able to do some of the grounds keeping in that area. Mr. Cass said he would talk to the contractor about that.

6. **ADJOURNMENT**

Meeting was adjourned at 4:58 p.m.



Chairman

Apr. 18, 2024

Date