

**MINUTES OF THE
CITY OF CARLSBAD
CEMETERY ADVISORY BOARD
REGULAR MEETING
CEMETERY OFFICE
BOARD ROOM
1506 BOYD DRIVE
THURSDAY, APRIL 17, 2014**

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

Voting Members Present:	Joanna Sieberg Adon Rodriguez Irene Rubio	Chairman Member Member
Voting Members Absent:	William McCormack Danny York	Member Member
Ex-Officio Members Present:	-	
Ex-Officio Members Absent:	Steve McCutcheon Dale Janway	City Administrator Mayor
Others Present:	Lupe Ornelas Diana Dorado Patsy Jackson-Christopher Mark Walterscheid Zach Walterscheid Jerry Stanley	Cemetery Manager Cemetery Secretary CRC Director Garden Mart, Inc. Garden Mart, Inc. Citizen

2. APPROVAL OF AGENDA:

The motion was made by Mr. Rodriguez and seconded by Mrs. Rubio . Voting Yes - Rodriguez, Sieberg, Rubio. Voting No – None. Absent – William McCormack, Danny York.
The motion passed.

3. APPROVAL OF MINUTES FOR MEETING MARCH 20, 2014:

The motion was made by Mr. Rodriguez and seconded by Mrs. Rubio. Voting Yes – Rodriguez, Sieberg, Rubio. Voting No – None. Absent – William McCormack, Danny York.
The motion passed.

4. APPROVAL OF THE GENERAL OPERATING CASH REPORTS:

Mrs Sieberg questioned what the total cost for the Durham and Associates invoice listed on the cash report was since it listed as paying only 75% of the total Invoice. Mr. Ornelas wasn't sure what the total cost of invoice was but told Mrs. Sieberg that he would research and find out. Mr. Rodriguez motioned to approve the cash reports and seconded by Mrs. Rubio. Voting Yes – Rodriguez, Sieberg, Rubio. Voting No – None. Absent – McCormack, York.

5. APPROVAL OF THE MONTHLY CEMETERY FINANCIAL REPORTS:

No Report at this time.

6. MONTHLY CEMETERY REPORTS:

Mrs. Jackson stated that the number of interments is staying right about the same every month. Mr. Ornelas added that this next upcoming week the number was going to go way up because we already have a service scheduled for every day next week. Mr. Ornelas discussed a complaint that came in regarding a dead tree that is right next to the complainant son's plot. She wants it removed and replaced. Mrs Sieberg stated that the Cemetery Manager should be able to use his discretion and if the tree looks bad should have it removed.

7. CEMETERY MAINTENANCE REPORT:

Mr. Walterscheid asked the Cemetery Board if it was okay to go ahead and start cleaning up and throwing away all the old flowers and stuffed animals especially in Babyland. Mrs. Sieberg asked Mr. Ornelas if the Rule signs were going up in the cemetery any time soon. Also, she asked if there was going to be an ad put in the newspaper first to go ahead and inform the public about the impending deadline to remove all the items that are being placed on the gravesites that are against the rules. A suggestion to put an ad in the Little Argus was made by Mr. Rodriguez. Mr. Ornelas thought that setting April 30, 2014 as a deadline for the removal of all the items would be good so that the maintenance crew can go ahead and start their mowing. Mr. Walterscheid asked the Cemetery Board what the exact procedures for reserving plots were. Mr. Ornelas stated that within 30 days after reserving and the customer has not set up a payment plan or paid it out in full then those plots become available for sale again.

8. CEMETERY MANAGER'S REPORT:

Mrs. Sieberg asked Mr. Ornelas if there was going to be a discussion about lowering the prices on the niches at the columbarium. Mr. Ornelas agreed that a discussion was needed regarding the Columbarium prices. Mr. Ornelas discussed how he had made a few phone calls to our surrounding area cemeteries and the only one that was willing to give him their prices for price comparisons on the columbarium was Albuquerque. Their prices were outrageous compared to Carlsbad Cemetery he said. He stated that what he thought was the problem in not being able to sell our niches here in Carlsbad is that if you purchase a plot for \$550.00, you can bury a full casket and still place up to 6 cremains on top of that grave. When you purchase a niche for \$500.00 and you only can put 2 cremains. Mr. Ornelas asked the board if they were willing to reconsider the price on the open and close fee for the Columbarium and maybe by lowering that charge it might encourage more sales of the niches. Mrs. Jackson asked the board if they would like this subject to be put on next month's agenda for voting purposes. They board agreed. *Mr. Ornelas asked whether the current requirement for an urn vault for cremains was a past official decision of the Board. The Board responded that it was. A discussion followed regarding this requirement and the additional expense to the client. There was general discussion of the idea of the Cemetery office having vaults on hand to sell in the event the client needed to procure one to meet the requirement. Mr. Ornelas stated that funeral homes often charge more for these vaults than the client can afford. Mr. Rodriguez stated that it was his observation that the funeral homes would work with people to reduce costs if necessary. He stated that the Cemetery should limit its operations to burying (opening and closing graves) and should not be selling vaults. Cemetery staff should always refer clients to the funeral homes to purchase urn vaults for cremains. Mrs. Sieberg added that if clients are coming directly to the Cemetery to bury cremains without involving a funeral home, they should be told in advance that urn vaults are required and that it is necessary to bring the vault with them.* [Edited by Patsy Jackson-Christopher per directions of the Board 5/15/2014] Mr. Ornelas added that the back flow repairs are almost complete. The sprinklers are all working and the watering has begun. The restroom leaks at the Veteran's Honor Guard Building have been repaired. Mr. Ornelas also proposed to the board that maybe some time in the near future the purchase of the Gophernator as a good solution for the severe gopher problem at the Carlsbad Cemetery and Sunset Gardens Cemetery. Mr. Ornelas also presented the Cemetery Board for their approval a picture of a metal

cross that a customer wants permission to drill onto a monument. After some discussion Mrs. Jackson stated that as long as it was abiding by all the regulations then that wouldn't be a problem.

9. DISCUSS OLD BUSINESS:

Mr. Rodriguez asked Mrs. Jackson what the status was on the contract for the remodeling of the mausoleum. Mrs. Jackson stated that she was under the impression that the work already should have begun. Mr. Rodriguez also suggested that a memorial garden should be done around the flag pole with all the extra headstones. Mrs. Jackson stated that the memorial garden was a project that was already being discussed and it is a work in progress.

10. DISCUSS NEW BUSINESS:

No new business.

11. REPORT ON VETERANS CEMETERY:

Mr. Rodriguez reported on the Veteran's Cemetery. He discussed how he received a phone call from the governor's office to tell him that the Carlsbad Veteran's Cemetery was listed as number one in the state and the announcement would be officially released the next day on Wednesday, April 16, 2014. Mr. Rodriguez stated that being awarded the number 1 selection in the state means that every time the city spends money on the cemetery, the state will send anywhere from 10% to 15% back for reimbursement to keep the project going. Mr. Rodriguez said that Robert Wagner is the consultant for the state and he will be overseeing the project. Mr. Rodriguez also talked about going to Intrepid for a grant for the possibility of getting a gazebo out at the Veteran's Cemetery.

12. ADJOURNMENT:

The motion was made by Mr. Rodriguez and seconded by Irene Rubio to adjourn. Voting Yes – Rodriguez, Sieberg, Rubio. Voting No – None. Absent – McCormack, None.
Meeting was adjourned at 5:30 p.m.

Joanna Sieberg
Chairman

6-19-14
Date