

**MINUTES OF THE  
CITY OF CARLSBAD  
CEMETERY ADVISORY BOARD  
REGULAR MEETING  
CEMETERY OFFICE  
BOARD ROOM  
1506 BOYD DRIVE  
THURSDAY, APRIL 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:	Zolene Knott Irene Rubio	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 Sandy Gonzalez	Cemetery Manager Director of Sports & Rec. Cemetery Secretary Maintenance Contractor Budget Accountant

**2. APPROVAL OF AGENDA:**

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

**3. APPROVAL OF MINUTES FOR REGULAR MEETING OCTOBER 20, 2016:**

The motion was made by Mrs. Carlsen and seconded by Mr. Rodriguez to approve the minutes for the October 20, 2016 meeting. Voting Yes - Sieberg, Rodriguez, Carlsen. Voting No – None. Absent –Knott, Rubio. The motion passed.

**4. APPROVAL OF GENERAL OPERATING CASH REPORTS:**

The motion was made by Mrs. Carlsen and seconded by Mr. Rodriguez to approve the General Operating Cash Reports. Voting Yes - Sieberg, Rodriguez, Carlsen. Voting No – None. Absent –Knott, Rubio. The motion passed.

**5. APPROVAL OF QUARTERLY CEMETERY FINANCIAL REPORTS**

Sandy Gonzalez discussed the financial reports period ending February, 2017 with the Cemetery Board. Sandy asked Diana if she could be informed of future upcoming board meetings at least a couple of weeks in advance so that she can have time to prepare the most current financial report to take to the meeting. Diana said that she would give her a two-week notice prior to the next meeting. The motion was made to approve the financial reports by Mrs. Carlsen and seconded by Mr. Rodriguez Voting Yes - Rodriguez, Sieberg, Carlsen. Voting No – None. Absent – Knott, Rubio. The motion passed

**6. APPROVAL OF MONTHLY CEMETERY REPORTS:**

Lupe said that all the complaints in the monthly reports have been addressed. He said he had met with one of the families that had complained that their loved one's marker out at Sunset Gardens had been cracked by the maintenance workers with the mowers. He said that he explained to the family that the mowers were not responsible for the cracked marker. He said the previous owner of Sunset Gardens Cemetery used to use low quality concrete to set the markers and over time the concrete has cracked causing the markers to crack. Lupe said that Mr. McCutcheon had told him on a previous occasion regarding a damaged marker that the City of Carlsbad would not be responsible for any damaged markers out at Sunset Gardens. Mrs. Sieberg asked if the maintenance guys were responsible for raising the sinking markers out at Sunset Gardens. Mr. Garza said that the City Attorney has stated previously that they shouldn't be responsible for raising sunken markers. Mr. Hendley told Mr. Garza that he would revisit that subject with Mr. McCutcheon. Lupe said that this was added into Orlando's new contract and it was Orlando's responsibility to raise the sunken markers at Sunset Gardens. Lupe said that the way he understood the contract to read was that the maintenance crew is responsible for raising sunken markers out at Sunset Gardens but they are not supposed to touch the upright markers out at Carlsbad Cemetery for safety reasons. The motion was made to approve the Monthly Cemetery reports by Mrs. Carlsen and seconded by Mr. Rodriguez. Voting Yes - Rodriguez, Sieberg, Carlsen. Voting No – None. Absent – Knott, Rubio. The motion passed.

**7. APPROVAL OF CEMETERY MAINTENANCE REPORT:**

Mr. Garza discussed his maintenance report. He said that he's very concerned about all the tumbleweeds that are being blown over from the Voigt property across the street into the Carlsbad Cemetery. He feels that they are a fire hazard. Orlando said that he has gone over to the Code Enforcement Department several times but they just continue to tell him that there is nothing they can do about it. The Code Enforcement Department has told him that the Voigt property is outside the city limits and is considered agriculture land and therefore they cannot force them to cut all the weeds down. Orlando said that the Mayor has gone to look at all the tumbleweeds piling up at the Cemetery. The Mayor told him that he was going to look for a solution to the tumbleweed problem. The motion was made to approve the Maintenance Report by Mrs. Carlsen and seconded by Mr. Rodriguez. Voting Yes - Rodriguez, Sieberg, Carlsen. Voting No – None. Absent – Knott, Rubio. The motion passed.

**8. APPROVAL OF THE CEMETERY MANAGER'S REPORT:**

Mr. Garza asked Lupe if they should continue locking the gates at Sunset Gardens Cemetery since there isn't a back fence in the backside of Sunset Gardens and the public can get in that way if they choose to. Lupe said that they should continue to lock the gates at closing time until he is told otherwise and that he would look into possibly installing a barbed wire fence all across the back way. Lupe discussed with the board how the old irrigation control pump house in the Santa Catarina Cemetery has to be torn down due to safety issues. He said the irrigation control box has been relocated and no longer inside this old pump house. He said that the roof has been blown away by the high winds and cannot be repaired. Lupe also discussed an issue that has come up recently regarding a customer that wants to buy back property in the

Santa Catarina Cemetery. The property was rendered to the City of Carlsbad by the customer's parents and she's not really sure why her parents rendered the property over to the City of Carlsbad. She is willing to buy back that plot which is located right next to where both her parents are buried now. The board all agreed that they didn't see an issue with this if the customer is willing to buy it back. The motion was made to approve the Cemetery Manager's report by Mrs. Carlsen and seconded by Mr. Rodriguez. Voting Yes - Rodriguez, Sieberg, Carlsen. Voting No - None. Absent - Knott, Rubio. The motion passed.

**9. ADJOURMENT:**

Meeting was adjourned at 4:49 p.m.

Joanna Sieberg  
Chairman

7-20-17

Date