

**MINUTES OF THE
CITY OF CARLSBAD
CEMETERY ADVISORY BOARD
REGULAR MEETING
MUNICIPAL ANNEX CONFERENCE ROOM
114 S. HALAGUENO
THURSDAY, JANUARY 17, 2019**

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

Voting Members Present:	Joanna Sieberg	Chairman
	Adon Rodriguez	Member
	Suzanne Carlsen	Member
Voting Members Absent:	Cecelia Castaneda	Member
Ex-Officio Members Present:	-	
Ex-Officio Members Absent:	Michael Hernandez	City Administrator
	Dale Janway	Mayor
Others Present:	Jeff Patterson	Director of Planning & Regulation
	Trysha Carrasco	Deputy Director of Planning & Regulation
	Diana Dorado	Cemetery Secretary
	Orlando Garza	Maintenance Contractor

2. APPROVAL OF AGENDA:

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

3. APPROVAL OF MINUTES FOR REGULAR MEETING JULY 19, 2018:

The motion was made by Mr. Rodriguez and seconded by Mrs. Carlsen to approve the Minutes for the July 19, 2018 meeting. Voting Yes - Sieberg, Rodriguez, Carlsen. Voting No – None. Absent – Cecelia Castaneda. The motion passed.

4. GENERAL OPERATING CASH REPORTS:

Due to the Cemetery fund being moved into the General operating fund instead of the enterprise fund there will no longer be a General Operating Cash Report.

5. CEMETERY FINANCIAL REPORTS :

Mrs. Gonzalez, the City's Budget Accountant normally discusses the Cemetery Financial Reports with the Cemetery Board but she was unable to attend the board meeting this time.

6. MONTHLY CEMETERY REPORTS:

Mrs. Sieberg and the Cemetery Board discussed the monthly reports. Mr. Garza mentioned that he was pleased to see that there were not any complaints listed on any of the monthly reports.

7. CEMETERY MAINTENANCE REPORT:

Mr. Patterson discussed the Cemetery regulations letter that was sent out in December, 2018. The letter went out to all the people listed on a compiled list of cemetery rule violators that Orlando had given to the Cemetery Department. Also, attached to that letter was a list of the Cemetery rules and regulations. The letter is suppose to serve as warning to all the rule violators. Mrs. Sieberg read the letter out loud to the rest of the Cemetery Board. Orlando asked if he could start removing some of the items off the gravesides since the regulation letter has been mailed out. Mr. Patterson said that he could start removing those items. Orlando said he will place any items he removes from the graveside in the cemetery office storage area temporarily allowing the public come to claim the items that been removed. Mrs. Carlsen added that the funeral homes can help out by handing out the cemetery pamphlet that includes the cemetery rules in it to the public whenever a customer purchases a cemetery plot through the funeral home. Mr. Patterson discussed the five dead trees that have been removed in the old part of Carlsbad Cemetery. He added that Pat Cass and his crew will start stuccoing the Honor Guard Building located in the north side of the Cemetery. Mrs. Carlsen asked what that stucco project had to do with the Cemetery Board and why the stucco Honor Guard Building project was essential to do. Mr. Rodriguez said that Mayor Janway wanted the stucco added to the Honor Guard Building. Mr. Patterson said that the contractor for the Sunset Gardens Mausoleum was scheduled to go by and look at the leaky roof. Orlando added that none of the surveying has been completed in Section C and Section D at Sunset Gardens Cemetery. Mr. Patterson said he would try and get in contact with the surveyor again. Mr. Patterson asked Orlando how the new newly installed building at Carlsbad Cemetery is working out for him. Orlando said he is very happy with the new building and it is working out great. Mr. Patterson also said he had met with both of the local funeral directors to discuss possibly making a new entry way into the cemetery off of Mesquite Street. He said neither funeral director were interested in a new entry way through the back of the cemetery. Harold from West Funeral Home said that it was very disrespectful to take a funeral procession through the back way of the cemetery. Harold did request if there was any way that the side gates of the cemetery could be opened especially when they have a big funeral. Orlando said that he would make copies of the keys to the side gates and give each funeral home a copy. Mrs. Sieberg said that she had gotten a call from a newspaper reporter that was referred to her by Mayor Janway. He wanted to meet at the Cemetery to interview her to do a story on Carlsbad Cemetery. Mrs. Sieberg said she used the opportunity to discuss the cemetery regulations violators. She said she has not yet seen the article on the cemetery published. Orlando said he has pruned over 150 trees throughout Carlsbad Cemetery. He said by pruning all the trees that he has discovered that it's the powderpost beetles killing the trees and not him nor the chemicals that have been used at the cemetery for weed control. Mrs. Sieberg wanted to note the dates for the upcoming Cemetery Board meetings. The next board meeting will be on April 18, 2019 and then again in July 18, 2019.

8. ADJOURNMENT:

Meeting was adjourned at 4:47 p.m.

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Chairman

10-17-2019

Date