

**TOWN OF SILVER CITY
MINUTES OF THE CEMETERY BOARD
REGULAR MEETING**

**Memory Lane Cemetery, Silver City, New Mexico
August 22, 2018 - 10:00 a.m.**

Present: Linda Nunez, Chair
Jeff Fell, Vice-Chair
Elizabeth Miller
Dale Giese

Also Present: Peter Pena, Public Works Director
Jesus Alvillar, Parks Supervisor
Olivia Britton, Finance Dept. Representative
Ann Mackie, Town Clerk
Jaime Embick, Community Development
Director

CALL TO ORDER – Chair Nunez called the meeting to order at 10:07 a.m. at the Rose Garden. Paul Baca (excused) and Councilor Cano were absent. A quorum of the Board was present.

CHANGES TO THE AGENDA – None.

APPROVAL OF THE MINUTES – July 25, 2018 Regular Meeting – Chair Nunez asked for a motion to approve the minutes. Mr. Giese moved to approve the minutes, and Mrs. Miller seconded. All were in favor, motion carried.

PUBLIC INPUT – None.

REPORTS -

A. Public Works Representative – Mr. Pena reported that the Town Manager said the Town pays staff overtime after 2:30 p.m., but he would work with the mortuaries and not charge them overtime until 5:00 p.m. Mr. Fell suggested that a letter be sent to the mortuaries and Mr. Pena said he would do that. There was further discussion about how it was not often that they had to charge overtime for rock issues, etc. when digging a grave.

B. Town and Country Garden Club Representative – Mr. Giese said they lost a rose bush and may take out a couple of junipers and replace them with butterfly bushes, and also put plants in the containers. There was further discussion about the maintenance of the Rose Garden.

C. Community Development Director - None.

D. Chair - None.

UNFINISHED BUSINESS –

A. Discussion and possible vote on the historical brochure. Ms. Britton said she had not received any further information from the Library Director on the volunteer's research of the names on the brochure.

NEW BUSINESS -

A. Discussion about the survey of the Cemetery, and possible vote on the next steps to develop a Master Plan. Ms. Embick said the survey would be done by the next meeting. The Board members discussed the following with regard to the draft of the Master Plan: how the Town should be able to remove dead yucca, etc. on gravesites if unable to contact the plot owner; how curbs and gutters were

needed throughout for proper drainage; to redesign the entrance to the Cemetery; adding more trees to beautify the Cemetery; benches; a wall or fence to hide the shed or a larger shed for housing equipment, etc.; to move the flag pole to a central location near the entrance and install solar lighting; how many of the older headstones needed to be refurbished; concrete walkways; new equipment such as backhoes, etc.; how Mr. Pena could provide cost estimates; and how it would be a five-year Master Plan and the Board would review it annually. Ms. Embick said the plan would be eligible for federal and state grant funding once it was registered, and some of the items could be placed on the Town's Infrastructure Capital Improvement Plan (ICIP) for next year.

B. Discuss the agenda items for the next meeting scheduled for September 26, 2018. The Board said the next agenda should include the draft Master Plan and scheduling the public meeting about the Master Plan.

ADJOURNMENT – Chair Nunez asked for a motion to adjourn. Mr. Giese moved to adjourn at 10:50 a.m. Mrs. Miller seconded. All were in favor, motion carried.

/s/ _____
Linda Nunez, Chair

Attest:

/s/ _____
Ann L. Mackie, Town Clerk