

MARTINEZ CEMETERY COMMISSION
Regular Meeting
Wednesday, September 11, 2013
Alhambra Pioneer Cemetery
6:00 p.m.

Minutes

I. Roll Call

Chairman Strickland called the meeting to order at 6:05 p.m.

Present: Chair Strickland, Vice Chair Carpenter, Commissioners Duncan, Wilson and Zagotta.

Supervisor Lorick was present.

II. Approval of Minutes, May 15, 2013

Commissioner Zagotta made the following corrections; there are two tt's in Zagotta. Under public comment, change pubic to public and add an s to word project under C. Listing Projects for the Alhambra Cemetery.

Commissioner Wilson made the motion to approve the minutes with the corrections.

Commissioner Carpenter seconded

III. Public Comment

No one from the public was present

IV. Old Business

A. Project Update – Brown Retaining Wall, Entrance Gate, Fall Planting and Picnic Table

Supervisor Lorick reported that only one contractor bid on the Brown Mausoleum retaining wall. This was due to the size of the project, steep terrain, hand work and prevailing wage issues. The bid was for \$15, 540 by Cowan and Thompson. The entrance gate bid came in at \$6,000 and the picnic table was installed for \$942. The Parks Department will plant trees this fall and the total price of all four projects will come in under the \$26,000. The Commission will need to make a recommendation to the City Council to expend the \$26,000 they allotted for the four projects.

Lorick informed the Commission that the Alhambra Cemetery Association still existed and that the Association now comprised of the City Council. The Council would have to convene as the Cemetery Association to spend the funds. This information was discovered in the past day and that the Assistant City Manager had called the City Attorney to discuss the procedure. The last time the Alhambra Cemetery Association convened was 1997 when they allocated funds for the Cemetery. Chairman Strickland asked for historical information on the formation of the Association by the Council.

Commissioner Wilson asked if the new gate could be automated in the future. If it can be automated, what is the cost. The commissioners discussed what gate should be automated and it was decided the pedestrian gate would be the easiest and least expensive of the two gates to automate. Supervisor Lorick will look into a lock timer for the gate, similar to the one installed in the park bathrooms.

Vice Chair Carpenter made the motion to recommend to the City Council they approve spending \$26,000 on the four projects. Commissioner Wilson seconded the motion.

B. Fund Balance

Supervisor Lorick reported that the Fund Balance was \$32,132 after the expenditure of the \$942. This does not include the \$2850 restricted funds in the Wainwright Memorial.

V. New Business

A. Walk Cemetery to Discuss Future Projects

Future projects: Replace the waddles and install them in the correct direction. Plant erosion control and remove a small pine tree.

B. October 12 Cemetery Clean-up

Supervisor Lorick reported that the next Cemetery Clean-up is scheduled for October 12. Porta Potties have been ordered and reminder cards will be mailed out.

C. Next Meeting Date

The next meeting is tentatively scheduled for the April.

VI. Commissioner and Staff Comments

The Commissioner had no comments

VII. Adjournment

Commissioner Duncan made the motion to adjourn the meeting. Commissioner Wilson seconded the motion.