

Regular Meeting
MARTINEZ CEMETERY COMMISSION
Wednesday, September 19, 2012
APPROVED October 18, 2012

Call to Order Chairman Strickland called the meeting to order at 6:03 p.m. in the Board Room, City Hall.

Roll Call

Present: Chairman Harlan Strickland, Commissioners: Peter Carpenter, Carolyn Duncan, Carter Wilson and Gina Zagota. Staff: Patty Lorick, Recreation Supervisor

Approval of Minutes of May 2, 2012

Commissioner Duncan noted that the A in apron was capitalized on item #6. The A should be lowercase. Chairman Strickland made the motion to approve with the change and Commissioner Duncan seconded.

Public Comment

No one from the public was present

Road Repair Update from the Engineering Department

Lorick read a statement from Joe Enke, Engineer. "We still plan on including the cemetery road paving as an alternate bid item in the next paving project, however we will not be bidding until later this fall. If the price is acceptable, then the work can be completed with the larger project. We expect that this may result in a lower cost for the work. Pending weather conditions, the work at the cemetery would not be performed until next spring."

Report on the Maintenance completed in July by Landscape Contractor

Lorick reported that the landscape company spent two days in the cemetery raising the canopy and removing invasive plants from the grave.

Report on St. Catherine's Capital Improvement and Maintenance – Commissioner Carpenter

Chairman Strickland asked to take the items out of order and have Commissioner Carpenter discuss the progress made at St. Catherine's Cemetery. The Commissioners agreed.

Commissioner Carpenter showed pictures of the St. Catherine's Cemetery in 2008 and current pictures of a new gate and landscape work. He reported that a landscape company is removing trees, raising the canopy and cleaning up the cemetery. They have two more days of work. A Boy Scout has chosen the St. Catherine's Cemetery for his Eagle Project. St. Catherine's has spent about \$20,000 for the improvements. Commissioners commented favorably on the progress at St. Catherine's Cemetery.

What Types of Projects Can the Parks Department Handle? When Do We Out Source?

Recreation Supervisor Lorick had spoken to Dave Lusty, Park Supervisor. He asked that projects be brought to him first to determine if his crew can complete the work before turning it over to an outside contractor. The Parks Department will do as much as they can for the Commission to save costs.

Update list of Capital Improvement and Maintenance Tasks

Recreation Supervisor Lorick reported that the Park's Department was getting quotes to repair the Brown Mausoleum retaining wall. Parks will also add new waddles to the eroded area on the lower loop.

The Commission began items they would like to see on Capital Improvement and Maintenance list.

1. Cut back/trim the trees growing along the fence from the apartments to the cemetery entrance.
2. Add and reset the waddles
3. Headstone repair
4. Remove the pine tree at the entrance.
5. Benches – How many and where is to be determined
6. Additional tree trimming and removal by Northgate Landscaping
7. Flagpole – Cut back or remove the blue oak. Trim it severely.

The Commissioners agreed before they added anymore items they needed to return to the cemetery. They want to work on prioritizing the work. They will continue this item to the next meeting.

Cemetery Fund Balance

Recreation Supervisor Lorick completely forgot to ask Cathy Spinella, Finance Manager for the current fund balance. She has sent Ms. Spinella an e-mail with that request. The Cemetery Commissioners were carbon copies and should receive a reply September 20.

Cemetery Clean-ups – Next scheduled Clean-up October 13

Chairman Strickland asked if the Cemetery Commission should look at more than twice a year. More is needed to make progress in the cemetery. Commissioners briefly discussed various ideas.

Next Meeting Date

The Commission set the date of Thursday, October 18, 6:30 p.m. at the Cemetery for the next meeting.

Items Postponed Till the Next Meeting

- A. Election of Chair and Vice Chair
- B. Cemetery Tours in October

Adjournment

Chairman Strickland made the motion to adjourn the meeting. Commissioner Duncan seconded.

The meeting was adjourned at 7:00 pm. to Thursday, October 18, 6:30 pm, Alhambra Cemetery