

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

**Public Works Administration Building, 610 East 8th St., Silver City, New Mexico
April 24, 2019 - 10:00 a.m.**

Present: Linda Nunez, Chair
Elizabeth Miller
Paul Baca

Also Present: Peter Pena, Public Works Director
Ann Mackie, Town Clerk
Jaime Embick, Community Development Director

CALL TO ORDER – Chair Nunez called the meeting to order at 10:05 a.m. Jeff Fell, Vice Chair (excused), Dale Giese, and Councilor Cano were absent. A quorum of the Board was present.

CHANGES TO THE AGENDA – None.

APPROVAL OF MINUTES – January 23, 2019 Regular Meeting – Chair Nunez asked for a motion to approve the minutes. Mrs. Miller moved to accept the January 23, 2019 minutes, and Mr. Baca seconded. All were in favor, motion carried.

PUBLIC INPUT – None.

REPORTS –

- A. Public Works Representative** – Mr. Pena said they were getting ready for the growing and rainy season. He said to call them if there were any reports of sunken graves. He asked the Board if they had any further changes to the historical brochure because he planned to distribute them to various locations around town. There were no changes from the Board. There was further discussion about irrigation issues at the Rose Garden.
- B. Town and Country Garden Club Representative** – None.
- C. Chair** – Chair Nunez reported that two graves sites in the new section still had benches, etc. placed on them which was against the rules and regulations. She asked for some type of action and it was suggested that a certified letter be sent to each of the owners of the plots to remove the items within 14 days. Mr. Pena said he would discuss it with the Town Manager and report back at the next meeting.

UNFINISHED BUSINESS – None.

NEW BUSINESS –

- A. Review the Cemetery's Work Plan and vote to make any updates or revisions.** Ms. Embick discussed how the Work Plan had curb and gutter as the number one priority and suggested that it be placed on the Public Works Department ICIP (Infrastructure Capital Improvement Plan). The Board agreed that curb and gutters were still the number one priority. There was further discussion about the following: updating the Work Plan to include the revised historical brochure; the ICIP process and how important it is to have your priority projects on the list in order to obtain funding; and how the Town would have to contract with a state qualified consultant to apply for New Mexico Historic Preservation grants to have the Memory Lane Cemetery placed on a national register. Ms. Embick shared information concerning the grant application process and stated the draft of the ICIP should be ready by their July 24 meeting.

B. Discussion the agenda items for the meeting scheduled for July 24, 2019. The following items were discussed for the next agenda: 1) update from Mr. Pena regarding certified letters being sent to plot owners that have placed items on the gravesites in the new section, 2) update on the draft ICIP regarding the Cemetery's priority of curb and gutter, and 3) update on the grant status with the State Historic Preservation Division.

ADJOURNMENT – Chair Nunez asked for a motion to adjourn. Mr. Baca moved to adjourn at 10:36 a.m. Ms. Miller seconded. All were in favor, motion carried.

/s/ _____
Linda Nunez, Chair

Attest:

/s/ _____
Ann L. Mackie, Town Clerk