



THE CITY OF ARTESIA, NEW MEXICO  
P O BOX 1310  
MAYOR (575) 746-3593

ARTESIA, NEW MEXICO 88211-1310  
CITY CLERK (575) 746-2122  
FAX (575) 746-3886

**MINUTES**  
**CEMETERY BOARD MEETING**  
**January 12, 2015**  
**9:00 am**

**PRESENT:** Sharon Snowden  
Evolyn Terpening  
Lynn Atteberry  
Jimmy Bustamante (\*joined the meeting at 9:09 am)

**ABSENT:** Epie Bustamante

**OTHERS PRESENT:** Mary Esquibel

It was determined a quorum was present and Sharon Snowden called the meeting to order at 9:07 am.

Evolyn Terpening moved to approve the minutes from the October 13, 2014 meeting as written. Lynn Atteberry seconded the motion and upon vote, the motion passed.

There were no visitors.

Mary Esquibel stated that the new gate is ready to set up but they are waiting on the State permit to be issued. Meanwhile, she stated the work will begin on removing the septic tanks and locating an area for the foundation for the Columbarium/Pavilion.

Ms. Esquibel informed the Board that in accordance with the Cemetery Rules and Regulations it is the responsibility of the family to remove the graffiti from the Ruiz double headstone.

Mary Esquibel stated that she has researched Cemetery Fees of the surrounding area and provided this information along with the history of the City of Artesia Cemetery fees to the Board. Ms. Esquibel stated she feels that Artesia is not too far off from these rates other than perhaps needing to look at the rates for Saturdays.

Following discussion addressing the placement of the concrete vault lids by City employees, the Board felt that the companies should be doing this; Ms. Esquibel will contact the funeral home with this request. The Board agreed that if the companies won't take care of this then the City should charge for this service.

The Board discussed the prepaid service arrangements currently offered by the City. Ms. Esquibel stated that these arrangements do not reflect current rates at the time of utilization of the services and that she discovered cemeteries in the surrounding areas don't offer

prepaid arrangements; she would recommend doing away with this service. The Board agreed but wants to honor those prepaid arrangements already on the books.

Ms. Esquibel stated that the charges for niches in the Columbarium would run \$531.00. Cost of the Columbarium is \$18,500 and will contain 36 niches. Mary stated that the City of Hobbs currently charges \$500 per box with additional charge of \$500 for additional uses of the box and they do not issue deeds for these boxes. After discussion, the Board stated that they are concerned about lack of utilization of the niches in the Columbarium at these types of prices and requested that Ms. Esquibel get with Byron Landfair to inquire of the possibility and cost of the Columbarium wall being constructed without the niches included.

The Board began discussions about fees for use of the Pavilion. Mary stated that if the Pavilion is used for services the pall bearers will have to remain on site to move the casket to the grave site also stating that the family or funeral home will need to move the flowers to the grave site as well.

Concluding the meeting the Board directed Mary Esquibel to discourage Saturday services until the Board is ready to make a presentation to council for any revisions to the fee schedule (including doing away with prepaid arrangements and Saturday services) and establishing fees for use of the Pavilion.

There being no further business the meeting was adjourned at 10:12 am.

  
Cemetery Board Member

Attest:

  
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Aubrey Hobson, City Clerk/Treasurer