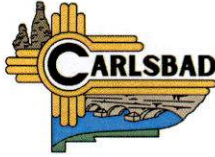


**MINUTES OF THE REGULAR MEETING OF THE**

**City of Carlsbad  
Disabilities Advisory Board  
City Hall Planning Room**

**Friday, December 12, 2025, at 10:30 a.m.**

**Meeting Held in the City Hall  
Planning Room  
101 N. Halagueno St.**



CITY OF CARLSBAD  
CARLSBAD, NEW MEXICO  
**DISABILITIES ADVISORY BOARD MEETING**  
Friday, December 12, 2025 at 10:30 AM  
Janell Whitlock Municipal Annex  
114 S. Halagueno St

1. Roll call of voting members and determination of quorum
2. Approval of Minutes from the Meeting held November 14, 2025
3. Discussion of concerns regarding sidewalks, parking, and street repairs needed
  - a. New sidewalk or street repairs that are needed
4. Approval of ADA Friendly business to recognize
5. Discussion of distribution of resource list
6. Review and Discuss ADA letter to businesses
7. Suggested items for the January agenda
8. Public Comments and Announcements. *(Three-minute time limit per person) All Comments must be respectful and courteous in nature.*
9. Tour of Carlsbad Museum & Library



**FOR INFORMATION ONLY**

Disability Advisory Board agendas and meeting minutes are available on the City web site:

[cityofcarlsbadnm.com](http://cityofcarlsbadnm.com)

or may be viewed in the Office of the City Clerk or at the Carlsbad Public Library during normal and regular business hours

**DISABILITY ADVISORY BOARD MEETING SCHEDULE**

- Regular meeting – Friday, January 9, 2026 at 10:30 a.m.

If you require a hearing interpreter, language interpreter, or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

**LINKED MINUTES OF A REGULAR MEETING OF THE DISABILITIES ADVISORY  
BOARD OF THE CITY OF CARLSBAD, NEW MEXICO, HELD IN THE JANELL  
WHITLOCK MUNICIPAL ANNEX ON DECEMBER 12, 2025, AT 10:30 A.M.**

Present:	Deborah Pinching Rory O’Neil Ellen Krumm Machelle Tackett	Board Chairperson Vice Chairperson Board Member Board Member
Absent:	Carrie Boatwright Belinda Jones	Board Member Board Member
Also Present:	Jeff Patterson Trysha Ortiz Jacob Hinojos	Planning Director Deputy Planning Director Administrative Coordinator

Time Stamps and headings below correspond to the recording of the meeting and the recording is hereby made a part of the official record.

0:00:00        **Call Meeting to Order**

0:00:05        **1. Roll call of voting members and determination of quorum**

Roll was called, confirming the presence of a quorum of board members. The following members were present: **Ms. Pinching, Ms. Tackett, Mr. O’Neil, and Ms. Krumm.**  
Absent — **Ms. Boatwright and Ms. Jones.**

0:00:15        **2. Approval of Minutes from the Meeting held November 14, 2025**

**Ms. Tackett** made the motion to approve the minutes from November 14, 2025; **Ms. Krumm** seconded the motion.

**VOTE**

The vote was as follows:

Yes – **Ms. Pinching, Ms. Tackett, Mr. O’Neil, and Ms. Krumm.**

No – None.

Absent – **Ms. Boatwright and Ms. Jones.**

0:00:59        **3. Discussion of concerns regarding sidewalks, parking, and street repairs needed**

**a. New sidewalk or street repairs that are needed**

**Ms. Krumm** stated she called the 311 line to report a sidewalk that needs repair on Halagueno St.

0:04:07        **4. Approval of ADA Friendly business to recognize**

**Ms. Pinching** stated she would like to nominate Carlsbad Medical Center as the ADA-Friendly business of the month.

**Ms. Pinching** made the motion to recognize the Carlsbad Medical Center as the ADA-Friendly business of the month; **Mr. O'Neil** seconded the motion.

**Vote**

The vote was as follows:

Yes – **Ms. Pinching, Ms. Tackett, Mr. O'Neil, and Ms. Krumm.**

No – None.

Absent – **Ms. Boatwright and Ms. Jones.**

0:08:27      **5. Discussion of distribution of resource list**

**Mr. Patterson** stated he would send the updated resource list to the members of the board and that any building the city operates would have the resource list. **Ms. Krumm** asked if the resource list should be given to the schools. **Mr. Patterson** stated he would talk to Ms. Boatwright about distributing the resource list to the schools.

0:12:41      **6. Review and Discuss ADA letter to businesses**

**Mr. Patterson** stated that he sent the ADA letter to the members of the board. **Ms. Ortiz** stated that the letter suggests businesses maintain the handicap parking spaces and follow ADA guidelines. **Mr. O'Neil** stated he would like the letter to include that businesses are responsible for enforcing the guidelines for handicap parking. **Ms. Pinching** asked about the letter that will be sent to TDS regarding the ramp at the business. **Ms. Ortiz** stated the letter would be sent to the business and the property owner.

0:25:28      **7. Suggested items for the January agenda**

**Ms. Pinching** asked if the board could have someone come and speak at the meeting instead of a tour due to the cold weather. **Mr. Patterson** stated he would talk to the new city attorney, Barbara Hodgson, about coming to January's meeting to speak to the board.

0:28:07      **8. Public Comments and Announcements. (Three-minute time limit per person) All Comments must be respectful and courteous in nature.**

There was no public comment.

0:28:20      **9. Tour of Carlsbad Museum & Library**

0:28:42      Stopped Recording

The group made the following observations and recommendations during their tour of the Carlsbad Museum & Library:

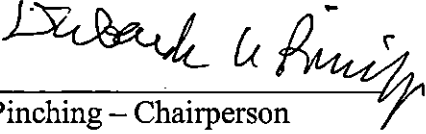
- /
1. The front door of the museum needs to be fixed

*(Ms. Tackett left the tour at 11:20 am)*

2. The back door push-to-open button of the library staff room is not working.

1:28:48      **Adjourn**

There being no further business, the meeting was adjourned at 11:50 a.m.

  
\_\_\_\_\_  
Deborah Pinching – Chairperson

3-13-28  
\_\_\_\_\_  
Date