

**Russellville Oakland Cemetery Commission Minutes**  
**May 17, 2016**

The Russellville Oakland Cemetery Commission met for the regular monthly meeting on Tuesday, May 17, 2016, at 5:30 p.m. on the second floor in the Council Chambers Conference Room.

**Attending:** Director Stephanie Warwick, City Attorney Trey Smith, Finance Director Jerry McKaughan, Chairman Garland Steuber, Commissioner/Secretary Mindy Hudson, Vice-Chairman/Commissioner David Lee, Commissioner Rebecca Howell, Commissioner Anna Fields, Commissioner Patricia Petray, Commissioner Donna Eubanks, City Council Liaison Eric Westcott, and Lynn Jacimore, IT Director for the City.

The meeting was called to order at 5:30 p.m. by Chairman Garland Steuber.

**Old Business:**

**The First Order of Business** was to review and approve the minutes from the April 19, 2016, Cemetery Regular Meeting. Liaison Westcott made a motion to approve the minutes, which was seconded by Commissioner Fields and passed unanimously.

**The Second Order of Business** was the monthly financial report, presented by City Finance Director Jerry McKaughan. The Total Liabilities and Fund Balance shows \$58,240.70 as of April 30<sup>th</sup>. The Current Period Actual Total Revenue for April is \$ 1,035.20.

Liaison Westcott asked who mows the cemetery.

Director Warwick responded that All Seasons holds the contract, which goes through December 31<sup>st</sup>. They are to mow two times a month, as well as pick up trash and limbs. She will bring the subject of mowing services up two months before this contract expires so that the commission can decide whether to renew.

Returning to the report, Financial Director McKaughan that the Schwab account is \$124,948.94 and Genworth is \$89,000. Twenty percent of the price for a lot purchased goes into this account and is not spendable.

Chairman Steuber asked if we could pay for improvements [around the new section] so we could sub-contract some of the work and not be hung up waiting for the city [worker's schedule].

Director Warwick stated that the city workers are working on the sidewalks surrounding the Columbarium now.

Finance Director McKaughan said that we appropriated \$11,000 for landscaping around the unit. The city workers are not paid from that [they are paid by the city] but the materials used are.

Liaison Westcott mentioned that he had spoken with Taylor Brothers about giving Director Warwick a bid for the sidewalk work.

Director Warwick asked that we stay with the city workers as was originally decided to not delay the project. The Financial Report was concluded.

**The Third Order of Business** was to address item number four on the agenda concerning the new software/database service for cemetery records. Director Warwick prepared a power point presentation to illustrate possibilities with the database.

Commissioner Eubanks asked why we can't let the city IT Department pay for the first year as was offered at the last meeting.

Liaison Westcott stated that we made a motion for the funding last month and that we need to leave out the IT Department and get funding from the city council.

During the discussion, Commissioner Hudson asked Finance Director McKaughan about the cemetery budget. He stated that with a \$40,000 transfer from the city general fund, the total revenue was \$70,470, almost all of which has been allocated.

After further discussion, Commissioner Petray made a motion to let IT pay for the first year as offered. Commissioner Eubanks seconded the motion. This was approved with a majority of five votes. The fact was mentioned that Director Warwick has several people interested in placing ads on the new website, which will help pay for subsequent years.

**The Fourth Order of Business** was the monthly Operations Report.

1. Overall operations have been normal.
2. We had four burials.
3. Four graves were purchased
4. Eleven graves that had sunk were covered/dressed. Larry takes care of this issue as quickly as possible.
5. Community feedback continues to be positive.
6. The first Decoration Day was a success. Ten people came to ask for information or to talk. Several inquiries were made about the Columbarium Memorial Gardens. A total of twenty-seven vehicles came. Director Warwick thanked Commissioners, Pat Petray, Rebecca Howell and Mindy Hudson for their assistance. Commissioner Hudson commended Director Warwick for a job well done, as did others.

#### **New Business:**

**The First Order of Business** was a request from Commissioner Eubanks to move the trash unit away from the new gardens.

Director Warwick explained that there will be a bit of loop in the new road and maybe we could find where Waste Management could still access to empty the unit if we moved it. She agreed it would look better elsewhere, although we have approved a three-sided fence to be placed around it. The dirt pile will be moved closer to the creek.

Liaison Westcott stated he could move the trash bin, and Waste Management will pick it up where we move it to.

Commissioner Eubanks asked that now that the vote has been made to let IT pay for the first year of the new database, could we look into having Taylor Brothers do the sidewalk work.

Chairman Steuber said that he agreed with Liaison Westcott that the cemetery should pay for its own projects and stand on its own because the city has too much to do. However, when we start a project is when we need bids on it and then move on.

Liaison Westcott said again the Taylor Brothers do good work.

Director Warwick said the sidewalk around the Columbarium is done. Overlaying this would not be advisable and neither would making the rest of the sidewalks look different. Some basic landscaping has also already been approved, and there has been some beginning discussion about possible plants to use.

Chairman Steuber adjourned the meeting at 6:30 PM.