

Russellville Oakland Cemetery Commission Minutes
June 21, 2016

The Russellville Oakland Cemetery Commission met for the regular monthly meeting on Tuesday, June 21, 2016, at 5:30 p.m. on the first floor in the Conference Room.

Attending: Director Stephanie Warwick, City Attorney Trey Smith, Mayor Randy Horton, Commissioner/Secretary Mindy Hudson, Vice-Chairman/Commissioner David Lee, Commissioner Rebecca Howell, Commissioner Anna Fields, Commissioner Patricia Petray, Commissioner Donna Eubanks, and visitor Sean Ingram from the Courier.

Absent: Chairman Garland Steuber, Finance Director Jerry McKaughan, City Council Liaison Eric Westcott.

The meeting was called to order at 5:30 p.m. by Vice Chairman David Lee.

Old Business:

The First Order of Business was to approve the minutes from the May17, 2016, Cemetery Regular Meeting. Commissioner Eubanks made a motion to approve the minutes. The motion was seconded by Commissioner Fields and passed unanimously.

The Second Order of Business was the monthly financial report. In the absence of the Finance Director, City Attorney Trey Smith briefly went over the report with the commissioners. Commissioner Fields made a motion to accept the report. Commissioner Howell seconded the motion, which passed unanimously.

The Third Order of Business was the monthly Operations Report.

1. The month has been normal, as far as overall operations.
2. There were several burials in the past month.
3. Some calls were received about the lack of mowing done before the Memorial Day weekend. Director Warwick contacted the mowing service and did receive an apology, but what is needed is for the work to be done. We will discuss the mowing contract at the July meeting in case in needs to be put out for new bids before the current contract expires.
4. After the Memorial Day weekend, one family contacted Director Warwick because of the removal of flags they personally placed at loved ones graves. The Director herself replaced the flags for the family. She feels we need to start a new process to avoid this in the future, since the flags were removed mistakenly by private groups who place flags out every year on military graves.
5. The sidewalks around the Columbarium are nearly complete. We will discuss plantings around the sidewalks when the weather is not so hot.
6. We received our new perpetual care permit, which is displayed at the cemetery.
7. A new flag was put on the pole today.
8. The City's IT Department is working currently on a "data dump" before the new program will be turned over to Director Warwick.

New Business:

The First Order of Business was a discussion of the upcoming retirement in September of Commissioner Anna Fields. Commissioner Rebecca Howell mentioned Dr. Cathy Baker and Mary Moores Schwartz as possible replacements. Also mentioned was Mr. Walter Hudson. Director Warwick said those candidates interested might write a short letter of introduction and of interest to her office or to that of the Mayor.

Commissioner Pat Petray made a motion to adjourn. Commissioner Fields seconded this, and the motion passed unanimously. Vice Chairman Lee adjourned the meeting at 6:05 PM.