

Russellville Oakland Cemetery Commission Minutes
July 19, 2016

The Russellville Oakland Cemetery Commission met for the regular monthly meeting on Tuesday, July 19, 2016, at 5:30 p.m. in the second floor Conference Room.

Attending: Director Stephanie Warwick, City Attorney Trey Smith, Mayor Randy Horton, Chairman Garland Steuber, Commissioner/Secretary Mindy Hudson, Vice-Chairman/Commissioner David Lee, Commissioner Rebecca Howell, Commissioner Anna Fields, Commissioner Patricia Petray, City Council Liaison Eric Westcott, Finance Director Jerry McKaughan, and visitor Seam Ingram from the Courier.

Absent: Commissioner Donna Eubanks.

Chairman Garland Steuber called the meeting to order at 5:30 p.m.

Old Business:

The First Order of Business was to review and approve the minutes from the June 21, 2016, Cemetery Commission Regular Meeting. Commissioner Howell pointed out that the last sentence was an extra that needed to be removed. Commissioner Fields made a motion to approve the minutes with the correction. The motion was seconded by Liaison Westcott and passed unanimously.

The Second Order of Business was the monthly financial report. Finance Director Jerry McKaughan was delayed, so Mayor Horton shared that nothing much had changed with the Cemetery finances.

Director Warwick stated that two plots had been purchased and that there had been several funerals the last month.

Chairman Steuber asked if there had been any sales for the Columbarium.

Director Warwick replied that most people who have called are wanting to see the area completed before making a purchase. There have also been people who have asked about plots in the new section. The work in the new areas by city workers, however, is being preempted by other city projects.

The Commissioners all approved to accept the financial report.

The Commission returned to this report briefly when Financial Director McKaughan arrived. He went over the report handouts, and also reported that the bill from last year's accident on the 11th Street side of the cemetery had been received.

The Third Order of Business was the monthly Operations Report.

1. Overall operations have been normal the past month.
2. The mowing has improved.
3. Limbs and debris removal has begun and will continue.
4. The worn flag has been replaced. Director Warwick found that she is in charge of this rather than Public Works.

New Business:

The First Order of New Business was a discussion of the names brought up for possible candidates to fill Commissioner Fields' seat upon her retirement. Two names were eliminated and one more brought up. Director Warwick agreed to contact the three people to see who might be interested in serving on the commission.

The Second Order of New Business was to approve a request by Director Warwick for approval of job specifications for grounds maintenance at the cemetery. Liaison Westcott made a motion to approve the specifications, which is the current job description. Commissioner Petray seconded the motion, which was approved by all.

The Commissioners also agreed that bids should be put out in August for those interested in the 2017 mowing contract. The Commissioners will then discuss any bids at the September meeting.

The issue of the rusting appearing on the arches at each entry into the cemetery was brought up and briefly discussed. Director Warwick and Liaison Westcott agreed to look into this.

Chairman Steuber asked again about the Columbarium area, wondering if there would be a sidewalk from the new road to be built to the Columbarium, as he feels that is the main detail missing to make a more completed look.

Director Warwick answered that there will be a sidewalk and that the wait is on the road.

After discussion, The Mayor agreed to talk to Kurt Jones about making plans and putting out bids for the road construction in order to move along the process toward use of the new addition. Chairman Steuber agreed to talk to CitiCorp about the lines to be abandoned in the area.

The meeting was adjourned by Chairman Steuber at 6:35 PM.