

Russellville Oakland Cemetery Commission Minutes
August 16, 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, Chairman Garland Steuber, Commissioner Rebecca Howell, Commissioner Anna Fields, Commissioner Patricia Petray, Finance Director Jerry McKaughan, and visitor Sean Ingram from the Courier

Special Guests: Applicants for Cemetery Commission, Cindy Hlass, and Dr Kathy Baker

Absent: Commissioner/Secretary Mindy Hudson, Commissioner Donna Eubanks, Mayor Randy Horton, Commissioner David Lee, City Council Liaison Eric Westcott

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

Old Business:

Special Notations: Chairman Garland Steuber noted that the Board did not have a quorum and all matters requiring a motion and vote are passed to the September 20, 2016 Regular Board Meeting of the Cemetery Board.

The First Order of Business was to review the minutes from the July 19, 2016, Cemetery Commission Regular Meeting. The Minutes were then tabled to September 20, 2016 meeting.

The Second Order of Business was the monthly financial report presented by Finance Director Jerry McKaughan. The Total Liabilities and Fund Balance show \$54,639.74 as of July 31, 2016.

The Financial Report will be re-presented at the September 20, 2016 meeting for approval with a quorum present.

The Third Order of Business was the monthly Operations Report.

1. Overall operations have been normal the past month.
2. Clean up of the area around some of the trees will begin in August. Unless necessary, the annual pruning will not occur until the dormant season.
3. The first publication for grounds maintenance has run on August 7, 2016. A second publication will run on August 21, 2016. All bid packets will be held in the office of the Finance Director until the September 20, 2016 meeting of this Board, at which time all bids shall be opened.

The Fourth Order of Business was discussion and conversation with Cindy Hlass and Dr Kathy Baker for the upcoming vacancy on the Cemetery Board. They both were invited back to the September 20, 2016 meeting of the Board.

New Business:

The First Order of New Business was a discussion of the Memorial Garden Addition and the Memorial Garden. Chairman Steuber opened the dialogue for discussion and ideas for the completion of the sidewalks, roadway and landscaping. A suggestion of contracting the labor out in order to complete the project was made by Chairman Steuber and Director Warwick agreed that would be a viable method, but it would need to be presented to a quorum of the Commissioners. Director Warwick also made note that Mayor Horton had suggested he visit with Kurt Jones about putting out bids for the road construction in order to complete the project in the very near future. This matter was requested to be placed on the Agenda for the September 20, 2016 meeting.

The Second Order of New Business was discussion was opened by Chairman Steuber concerning a tree in the very close proximity to the Columbarium and the replacement of the tree. This item was also requested to be placed on the September 20, 2016 Agenda.

The Third Order of New Business was Director Warwick opened discussion about a Tour of Oakland Cemetery during Fall Fest. She had been approached by the non-profit group called The Latino Ark Project. The Project Manager, Jeannie Stone, has been working with Betsy from Main Street Russellville. There was a conversation about including a parade to Oakland, and possibly include a tour of the cemetery, with actors portraying some of the notable persons at Oakland. Director Warwick is to meet with Jeannie Stone of the Latino Art Project and will report back to the Board in letter and at the September 20, 2016 meeting.

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