

## **Russellville Oakland Cemetery Commission Minutes October 18, 2016**

The Russellville Oakland Cemetery Commission met for the regular monthly meeting on Tuesday, October 18, 2016, at 5:30 p.m. in the first floor Conference Room, following a 4 p.m. reception for retiring commission members Anna Fields, Garland Steuber and Donna Eubanks. Commissioner Anna Fields has been with the Commission since its beginning; Garland Steuber and Donna Eubanks joined soon after. Each was given a plaque in thanks for faithful service.

**Attending:** Director Stephanie Warwick, City Attorney Trey Smith, Mayor Randy Horton, Chairman Garland Steuber, Commissioner/Secretary Mindy Hudson, Commissioner Anna Fields, Commissioner Rebecca Howell, Commissioner Donna Eubanks, Commissioner Patricia Petray, Commissioner-Elect Cindy Hlass, City Council Liaison Eric Westcott, and Finance Director Jerry McKaughan, Public Works Director Kurt Jones, and visitor Sean Ingram from the Courier.

**Absent:** Vice-Chairman/Commissioner David Lee

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 September 20, 2016, Cemetery Commission Regular Meeting. Liaison Westcott made the motion to approve, which was seconded by Commissioner Fields. The motion passed unanimously.

**The Fourth Order of Business** on the agenda was the next to be discussed, in order to allow City Public Works Director Kurt Jones to make a presentation about the completion of sidewalks and roadway for the Memorial Garden Addition. An estimate for the portion of the road needed to complete the Columbarium area was obtained. Bowden Specialties gave an estimated price of \$10,400. Blackstone Construction gave a price of \$12,875. If the entire projected road were finished, the price would be over \$20,000, which would mean it would have to be competitively bid. The sidewalk from the new road portion to the Columbarium would be completed by the city.

**The Fifth Order of Business** was then addressed as well, sine this was concerning the water access near the garden area. Chairman Steuber spoke to City Corp about cost for a tap, but then looked at the existing pumping station and asked for a price to place a meter there. This cost would be about \$300. The city would then be responsible to run the water to the area, with an additional cost of \$600.00 for materials. Landscaping costs for bushes will be obtained from Taylor Nursery and Earthworks by Director Warwick. Finance Director McKaughan said that the landscaping, the tree work decided on last month, and the costs for water will all come from the grounds maintenance fund. Liaison Westcott made a motion to accept the bid from Bowden for the new street work. Commissioner Eubanks seconded the motion, which was passed unanimously. Secretary Hudson made a motion to spend the \$900.00 for a water meter and the materials to run the water to the Columbarium area. Commissioner Fields seconded the motion, which was passed unanimously. The tree cleanup will cost \$350; this was passed in a motion the previous month.

**The Second Order of Business** (on the list) was the monthly financial report. Finance Director Jerry McKaughan stated that the Total Liabilities and Fund Balance stands at \$46, 929.24. Paying for the road will come out of this. Total expenditures for the month were \$3,420.36. Total Account Value for Schwab is \$130,064.05

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

1. Overall operations have been normal and without incident the past month.
2. Director Warwick gave a reminder of the plans for the Fall Fest parade on October 29 at about 5:10 PM, to celebrate the Day of the Dead. This is part of the Latino Art Project, headed by Jeannie Stone. There will be a walking tour with Arkansas Tech University students in costume, who will give short performances to give information about notable persons buried in Oakland Cemetery.

**New Business:**

**The First Order of New Business** was a review of the bids for the 2017 cemetery lawn maintenance. Not all bids were complete or acceptable. Of the two completed bids, All Seasons Lawn Service, the current provider, came in at \$31,200, about \$2000 higher than for this past year. The Commission recommended that the City Council accept this bid.

The meeting was adjourned by Chairman Steuber at about 6:15 PM.