

Russellville Oakland Cemetery Commission Minutes

January 16, 2018

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday, January 16, 2018, at 5:30 p.m. in the 1st Floor Conference Room.

Attending: Director Stephanie Warwick, City Finance Director Jerry McKaughan, City Attorney Trey Smith, Chairwoman/Commissioner Mindy Hudson, Vice Chairman/Commissioner David Lee, Commissioner/Secretary Rebecca Howell, Commissioner Cindy Hlass, Commissioner Cecelia Slone, Mayor Randy Horton, and visitor Sean Ingram from The Courier

Absent: Commissioner Patricia Petray and City Council Liaisons Mark Tripp and Eric Westcott

The meeting was called to order by Chairwoman Mindy Hudson at 5:35 p.m.

Old Business:

The First Order of Business was to review and approve the minutes from the December 19, 2017, Cemetery Regular Meeting. The motion to approve the minutes was made by Vice Chairman Lee and seconded by Commissioner Slone. The minutes were unanimously approved.

The Second Order of Business was a presentation of the Financial Report. The Cemetery Commission had an excellent year, according to Finance Director McKaughan, with revenue exceeding expenses by \$22,175.61.

Highlights:

Paid for perpetual care	\$4,620.00
Sales of cemetery lots	\$22,500.00
" " columbarium	\$600.00

Balances of accounts at 12/31/17:

City of Russellville Fund 24	\$51,150.69
Charles Schwab Account	\$143,888.64
Genworth Account	\$105,514.20

Mr. McKaughan suggested closing the Schwab account and moving the money to a local bank certificate of deposit in order to reduce market risk. There would be no penalty for early withdrawal and an annual interest rate. Commissioner/Secretary Howell made a motion to take Mr. McKaughan's recommendation to close the Schwab account and open a local bank C.D. with a negotiable rate. Commissioner Hlass seconded the motion, and it passed unanimously.

The Genworth account has two years before it can be changed; interest income in the amount of \$10,000.00 was recently drawn out of the account by Director McKaughan.

The Third Order of Business was not addressed. This had been planned as a time to open the floor to the public to address concerns/suggestions; however, there were no visitors in attendance.

New Business:

The First Order of New Business was to elect officers for the 2018 term of the Cemetery Board of Commissioners. The officers elected by unanimous vote were:

Chairman - David Lee

Vice Chairman - Mindy Hudson

Secretary - Rebecca Howell

The Second Order of New Business was a welcome from Director Warwick to new City Council Liaisons Phyllis Carruth and Freddie Harris, who will be in attendance at the next meeting.

The Third Order of New Business was a request by Director Warwick to disconnect the temporary water meter which was installed in early 2017 for the use of the cemetery in the Garden Addition. It can be reconnected if needed. Commissioner Slone made the motion to disconnect the water meter and table the water line project indefinitely. Vice Chairman Lee seconded the motion, and it passed unanimously.

The Fourth Order of New Business was a discussion about 6 month and one year installment agreements for purchases of grave spaces. State law requires payment before a space or spaces (as in family plots) may be occupied. Commissioner Slone asked if an emergency clause might be added to the agreement, whereby a single space could be paid for in the event of an emergency. Chairwoman Hudson made a motion to accept implementation of the 6 month and 12 month installment agreement, and then withdrew the motion for continued discussion.

The Fifth Order of New Business was a request by Director Warwick for an approval for funds not to exceed \$1,000.00 for calendar year 2018 for the promotion of various events at the cemetery. Commissioner Slone made the motion to approve funds not to exceed \$1,000.00 for the calendar year 2018 for promotion of and for items/services for events for the cemetery. Those events would include, but not be limited to: Decoration Day, the 175th Anniversary of Service of the Cemetery, and Grave Walk Tours fall event. Commissioner/Secretary Howell seconded the motion, and it passed unanimously.

The 175th Anniversary of Service of the Cemetery is scheduled for the weekend before Memorial Day, and Director Warwick requested the help of a committee of Commissioners in planning this important event.

Chairwoman Hudson declared the meeting adjourned at about 6:35 p.m.