

Russellville Oakland Cemetery Commission Minutes
February 20, 2018

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday, February 20, 2018, at 5:30 p.m. in the 1st Floor Conference Room.

Attending: Director Stephanie Warwick, City Attorney Trey Smith, Vice Chairwoman/Commissioner Mindy Hudson, Commissioner/Secretary Rebecca Howell, Commissioner Patricia Petray, Commissioner Cecelia Slone, City Council Liaison Phyllis Carruth, City Council Liaison Freddie Harris, and visitor Sean Ingram from The Courier

Absent: City Finance Director Jerry McKaughan, Chairman/Commissioner David Lee, Commissioner Cindy Hlass, and Mayor Randy Horton

Director Warwick welcomed attendees to the meeting and called the meeting to order at 5:33 p.m. in the absence of Chairman Lee. Vice Chairwoman Hudson led the meeting.

Old Business:

The First Order of Business was to review and approve the minutes from the January 16, 2018, Cemetery Regular Meeting. Secretary Howell noted a correction to the January 16, 2018, minutes. In the Financial Report, the 12/31/17 balance of the Genworth Account should have been \$105,514.20 instead of \$96,000.00. Interest income of \$10,000.00 was moved from Genworth to the City of Russellville Fund 24 Cemetery Account in January instead of December. The motion to approve the minutes was made by Commissioner Slone and seconded by Commissioner Petray. The minutes were unanimously approved with the correction noted.

The Second Order of Business was a presentation of the Financial Report. At their March meeting, according to City Attorney Smith, the City Council approved moving the Charles Schwab Account funds to a local bank with the best rate of interest. The Schwab Account balance at 1/31/18 was \$145,319.49 and the Genworth Account balance was \$95,514.20. Commissioner Petray made a motion to approve the Financial Report, it was seconded by Commissioner/Secretary Howell, and it passed unanimously.

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 a continued discussion about six (6) month and/or one (1) year installment agreements for purchases of grave spaces. Director Warwick said that other cemeteries have multiple purchase contracts. The Russellville Oakland Cemetery Contract for Sale of Burial Space draft was updated to include Item 10, an emergency clause, whereby a grave space in need may be paid for prior to the funeral service. Excluded from this new installment agreement are the columbarium and Memorial Addition grave spaces. Memorial Addition is in the development stage, and still needs a road, fill dirt, and other work.

Commissioner Petray made a motion to approve the implementation of a six (6) month and/or a one (1) year installment agreements for purchases of grave spaces, and it was seconded by Commissioner Slone. The motion passed unanimously.

The Second Order of New Business was a welcome by Director Warwick to the new City Council Liaisons Phyllis Carruth and Freddie Harris, who will serve as voting members of the commission.

The Third Order of New Business was a continued discussion about Decoration Day and the 175th Anniversary of Service of Russellville Oakland Cemetery. Saturday, May 5, 2018, was selected as the date for these important events. Plans and ideas were mentioned. Vice Chairwoman Hudson expressed what a great job our Director does.

Commissioner Petray made a motion to adjourn, Commissioner Slone seconded it, and the meeting was adjourned at about 5:50 p.m.