

Russellville Oakland Cemetery Commission Minutes

March 19, 2019

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday, March 19, 2019, at 5:30 p.m. in the First Floor Conference Room.

Attending: Director Stephanie Warwick, City Attorney Trey Smith, Chairwoman/Commissioner Mindy Hudson, Commissioner/Secretary Rebecca Howell, Commissioner Cindy Hlass, City Council Liaison Phyllis Carruth, and visitor Sean Ingram from The Courier

Absent: City Finance Director Debra VanEvera, Vice-Chairman/Commissioner David Lee, Commissioner Patricia Petray, Commissioner Cecelia Slone, City Council Liaison Justin Keller, and Mayor Richard Harris

Chairwoman/Commissioner Hudson thanked everyone for coming and 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 January 15, 2019, Cemetery Regular Meeting. The motion to approve the minutes was made by Commissioner Hlass and seconded by Liaison Carruth. The minutes were unanimously approved.

The Second Order of Business was to review and approve the minutes from the February 19, 2019, partial meeting concerning Phase 2 of the west line beautification project. Secretary Howell made the motion to approve the minutes, and Liaison Carruth seconded. All voted in favor.

The Third Order of Business was a presentation of the Financial Report by City Attorney Smith. The Bank OZK C.D. balance at 2/28/19 was \$146,339.30, with interest income of \$182.76 earned in February. A look at the Statement of Revenues and Expenditures showed February expenditures of \$2,124.35 and January-February expenditures of \$5,552.28. From a Budget standpoint 91.55% of expenditures were yet to be spent. Secretary Howell made a motion to accept the Financial Report as presented, Commissioner Hlass seconded it, and the motion passed unanimously.

The Fourth 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.

The Fifth Order of Business was an update of Phase 2 of the beautification project of the west line of Oakland. Director Warwick reported that the trees and shrubs have been planted, making the line along the creek complete. The work was done quickly and promptly, and in 2 to 3 years we will see some height in these trees.

The Sixth Order of Business was the presentation, review, and approval of the new Cemetery Code for Oakland (tabled from the January 15, 2019, meeting.) Director Warwick answered questions from Commission members about the new Code (City of Russellville Oakland Cemetery Code.) It replaces all Ordinances pertaining to Russellville Oakland Cemetery. Once approved by the Commission, it goes to City Council in the form of a Resolution and Ordinance for final approval. Secretary Howell made a motion to accept the Oakland Cemetery Code replacing Ordinances, and with spelling/wording corrections being made. Commissioner Hlass seconded the motion, and it passed unanimously.

New Business:

The First Order of New Business was the announcement by Director Warwick of the next Decoration Day, which will be on Sunday, May 5, 2019, and it will also be a clean-up day. Staff and the information booth are set to be there from 11:30 a.m. to 4:00 p.m. Commissioners are encouraged to stop by. Liaison Carruth made a motion to spend about \$100.00 for a Porta Potty for the May 5 event, Commissioner Hlass seconded the motion, and it passed unanimously.

The Second Order of New Business was a discussion about goals/projects for the cemetery for this year. A major goal has just been completed with Phase 2 of the beautification project along the west line of the cemetery. Commission members discussed the 2019 Project List, and planned a workshop at the cemetery for Thursday, April 11, 2019, at 1:00 p.m. to look at curbing near the magnolia tree off 8th Street. A specialist in rockwork may be attendance to give suggestions and provide an estimate for repair work. The consensus among members was that one section of the cemetery per year could have curbing type repairs made.

Director Warwick also reported that the computer mapping (Grave Discover software) of Oakland Cemetery is coming along very well. Sections still to be mapped include half the Gardner Section (southeast), the big Section B (center of cemetery), and the oldest section, which is the northeast corner.

Following a motion by Secretary Howell and second by Commissioner Hlass, Chairwoman Hudson declared the meeting adjourned at about 6:15 p.m.