

## **Russellville Oakland Cemetery Commission Minutes**

**January 19, 2021**

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday, January 19, 2021, at 5:30 p.m. in the 1st Floor Conference Room.

**Attending in Person:** Director Stephanie Warwick, City Attorney Trey Smith, Commissioner/Secretary Rebecca Howell, and City Council Liaison Phyllis Carruth

**Attending via GOOGLE MEETS:** Chairperson/Commissioner Mindy Hudson, Commissioner Kenneth Startup, and Commissioner Cindy Hlass

**Absent:** City Finance Director Robin Johnson, Commissioner Mary Schwartz, Mayor Richard Harris, Debi Headley from the Mayor's Office, and visitor Sean Ingram from The Courier

Chairperson Hudson opened the first 2021 Russellville Oakland Cemetery Regular Meeting at 5:37 p.m. and expressed appreciation to those in attendance.

### **Old Business:**

**The First Order of Business** was to review and approve the minutes from the December 15, 2020, Cemetery Regular Meeting. The motion to approve the minutes was made by Commissioner Startup and seconded by Chairperson Hudson. The minutes were unanimously approved.

**The Second Order of Business** was a presentation of the December 2020 Financial Report by Secretary Howell and Director Warwick. Bank account balances at 12/31/2020 were Russellville Oakland Cemetery operating account \$118,494.82 and Bank OZK perpetual care trust account \$152,879.00. Also noted on the Balance Sheet was an account payable of \$2,650.00 for mowing. As shown on the Statement of Revenues and Expenditures, January – December revenues were \$106,189.66 and expenditures \$54,866.80, leaving Net Revenue Over Expenditures of \$51,322.86. Director Warwick reminded us that a gift in the amount of \$35,586.05 made up a large part of the \$51,322.86. Secretary Howell mentioned that the largest expenditure for the year was contract labor (mowing) at \$27,750.00.

**The Third Order of Business** was a status report concerning the application for a variance for the construction of a fence and, also, a status report concerning the construction of the Memorial Addition roadway. A hearing was held January 7 for the application for variance to build a fence along Detroit Avenue. The variance was granted and the fence will be within two (2) feet of the road. The fence will be about three (3) feet tall, and the design is in progress. Director Warwick advised there is a long way to go on the design, which needs to include gates for a backhoe.

As for the Memorial Addition roadway, drawings are 50% there and specifications are there. It is ready to go out for bid. Public Works and Street Departments are involved, leading in the project. They project by summer the roadway will be complete. Chairperson Hudson expressed appreciation to Director Warwick for her work.

**The Fourth Order of Business** was a continued discussion of proposed 2021 projects, including flags to be displayed on special occasions/holidays, (refer to previous Agenda packets.) Previous meetings have included discussions about how to mount the American flags along Drives 1 and 2. Chairperson Hudson asked if the flags could be mounted on power poles, and Director Warwick will check with Entergy. Director Warwick mentioned that flags could be displayed on Drive 2 only. Chairperson Hudson hopes we can come to a conclusion at the next meeting.

**The Fifth Order of Business** was an open floor to the Public to address concerns/suggestions, and there were no visitors in attendance.

**New Business:**

**The First Order of New Business** was the annual election of officers for the Cemetery Board. This item was tabled until next month when all members could be present.

**The Second Order of New Business** was an update about tree plantings, carried over from October plans. Erik Smith of Earthworks advised that Teddy Bear Magnolias are now available and that February and March are the best time for planting. Director Warwick will get costs for four (4) trees. Chairperson Hudson suggested moving right away on this.

**The Third Order of New Business** was a welcome by all to Mrs. Phyllis Carruth, our new City Council Liaison.

Chairperson Hudson declared the meeting adjourned at about 6:07 p.m.