

Russellville Oakland Cemetery Commission Minutes

January 18, 2022

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday, January 18, 2022, at 5:30 p.m. in the 2nd Floor Conference Room.

Attending in Person: Director Stephanie Warwick, Chairperson/Commissioner Mindy Hudson, Vice Chairperson/Commissioner Kenneth Startup, Commissioner/Secretary Rebecca Howell, and Liaison Phyllis Carruth

Attending via Phone: City Attorney Trey Smith

Attending via Google Meets: Commissioner Cindy Hlass and Commissioner Mary Schwartz

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

Director Warwick welcomed all to the first meeting of 2022 and then turned the meeting over to Chairperson Hudson, who thanked Commissioners and Liaison Carruth for coming to the Russellville Oakland Cemetery Commission Regular Meeting. Chair Hudson called the meeting to order at 5:35 p.m.

Old Business:

The First Order of Business was to review and approve the minutes from the December 21, 2021, Cemetery Regular Meeting. The motion to approve the minutes was made by Vice Chair Startup and seconded by Commissioner Schwartz. The minutes were unanimously approved.

The Second Order of Business was a presentation of the December 2021 Financial Report by Commissioner Schwartz. Cash balances for December 31, 2021 were: Russellville Oakland Cemetery operating account \$62,043.56 and Bank OZK perpetual care trust account \$154,282.24. On the Statement of Revenues and Expenditures, Commissioner Schwartz noted the \$8,000.00 lawn care amount in the December column, and Director Warwick explained that this was for November and December. The January – December 2021 excess of expenditures over revenue of \$(52,398.02) includes money appropriated from the year before, and this will look better for 2022, explained Commissioner Schwartz. Chair Hudson thanked Commissioner Schwartz for this report.

Also, a copy of the Genworth report was included in the packet for reference. This is a perpetual care trust account.

The Third Order of Business was an update of Projects previously approved by this Board. Items are mentioned here for the purpose to be noted as carried over to future meetings of the Board and for the purpose to be on record:

- (a) Construction of fence along the east line of the cemetery (near Detroit Ave)
- (b) Replanting of a teddy bear magnolia tree between drives 3 and 4
- (c) Construction of dumpster cove

(d) Avenue of Flags (50 American flags to be purchased for display on certain holidays)

Regarding the fence, the variance is still in good standing and the fence project will be soon put out for bid. As for replacement of the teddy bear magnolia tree, Director Warwick is awaiting a call. The dumpster is set to be moved from drive 3 to drive 5 where it will have a proper pad and be disguised. The City will pour this pad. The American flags should be here in time for May Decoration Day, and they can be stored at City Hall when not in use.

The Fourth Order of Business was a Year in Review Report from Director Warwick. She presented Commission members with an attractive 2021 Annual Report and thanked all for their time, service, and energy during the year. In turn, appreciation was expressed to Director Warwick for her work.

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 Election/Designation of Board Members. With a motion by Vice Chair Startup and second by Commissioner Hlass, Rebecca Howell was elected to another term as Secretary. Vice Chair Kenneth Startup kept his position as Vice Chairperson for another year. This motion was by Liaison Carruth and second by Commissioner Schwartz. Importantly, Chairperson Mindy Hudson was re-elected Chairperson to serve in 2022. Vice Chair Startup made the motion and Secretary Howell seconded. All votes were unanimous. Commissioner Mary Schwartz again volunteered to present the financial report each month in the absence of Finance Director Johnson.

The Second Order of New Business was an introduction of Projects/Workshops/Events for 2022. Plans include Decoration Day in May and two workshops during the year. Updates in the Mary Rye Campbell Addition will include establishment of a Veterans/spouses memorial/burial area, new efficiency lighting and security cameras, one \$700 fence panel in the northwest area, and new trees planted in February by volunteer Walter Hudson in the west area.

Chairperson Hudson adjourned the meeting at about 6:08 p.m.