

Russellville Oakland Cemetery Commission Minutes

July 20, 2021

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday, July 20, 2021, at 5:30 p.m. in the 2nd Floor Dining/Trophy Room.

Attending in Person: Director Stephanie Warwick, Chairperson/Commissioner Mindy Hudson, Vice Chairperson/Commissioner Kenneth Startup, Commissioner Mary Schwartz, and City Council Liaison Phyllis Carruth

Attending via GOOGLE MEETS: Commissioner/Secretary Rebecca Howell, and Commissioner Cindy Hlass.

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

Chairperson Hudson thanked everyone for coming to tonight's meeting of the Russellville Oakland Cemetery Commission Regular Meeting. She 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 June 15, 2021, Cemetery Regular Meeting. The motion to approve the minutes was made by Vice Chairperson/Commissioner Startup and seconded by Commissioner. The minutes were unanimously approved.

The Second Order of Business was a presentation of the June 2021 Financial Report by Commissioner Schwartz, in the absence of Finance Director Johnson. Bank statement balances at June 30, 2021, support the balance sheet - Russellville Oakland Cemetery operating account \$134,447.72 and Bank OZK perpetual care trust account \$153,258.20. As noted on the Statement of Revenues and Expenditures, June revenues included \$1,500 in cemetery spaces sold and \$2,071.00 in grave openings. Commissioner Schwartz noted that the largest June expenditure was contract labor (mowing).

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

The Fourth Order of Business was an update concerning the roadway for the Memorial Addition. Director Warwick stated that the construction of the roadway was on schedule. She noted that she had been advised that one area alongside the Cultupa tree must have been previously a dumping area as the construction crew removed trash and other debris upon the digging of the ground for the roadway. They had to dig down further than expected, but did fill-in extra B-stone and other roadway materials needed. Director Warwick advised the expense of the extra work and material should be covered by the contingency funds of the contract. It appears the work will be finished by the end of the month, but the contract allows until mid-August. Director Warwick noted that there has been road damage to Drive 3 near the flagpole and two other areas south where the road has "buckled". She will check the contract and with the

City Engineer to see if this damage is covered under the contract and will advise the Cemetery Board of the same.

The Fifth Order of Business was an update concerning the interim grounds maintenance of Oakland and the results of the bidding for the grounds maintenance contract, which is to run from August 1, 2021, through December 31, 2022 (a 17-month period). Director Warwick notified Commissioners the contract was awarded to Mowbility Landscaping, owner Colton Grace. The contract will be signed and the effective date is August 1, 2021. This contract is \$68,000 for the term, billable in \$4,000 per month increments beginning September 1, 2021. Invoices are presented for payment at the beginning of the next month. (e.g. work performed in August is billed the first of September). Director Warwick also stated that Mowbility Landscaping will perform two interim mowing/trimming jobs of the cemetery prior to the start of the contract. These will be billed at \$2,200 each. This work was requested by Director Warwick to keep cemetery grounds maintained.

Liaison Carruth stated that she had been looking up methods for the cleaning of headstones and shared her story of a recent trip and visit of family plots. She said that the product used was really good and she thought it was something that we could do the same at Oakland. Director Warwick said that she has also used the products during several workshops she has attended and thinks it would be a great thing to do, however, at this time it is not the responsibility of the cemetery to clean the headstones and there is a liability issue to consider. Maybe in the future it will be, until such time, the hope is to be selected for a preservation workshop in which experts in the field of preservation perform cleanings and repairs of random markers. We thanked Ms Carruth for her insight and appreciated her sharing of the information.

New Business:

The First Order of New Business was a discussion about a small tree along the creek which had fallen in June. Lynn's Tree Service was hired to remove the tree. The invoice was \$300.

The Second Order of New Business was an update concerning the October 2020 damage of headstones along the east line of the cemetery (along Detroit Ave). Director Warwick said that the family was working with McGee Monument on the final details. The anticipation is that the work will be finished by the end of August. The insurance funds which are held by the cemetery, will be paid to McGee for the repairs and replacement of the grave markers.

The Third Order of New Business was a brief presentation of a new article on cremation data and the increase of such services. Director Warwick is looking into avenues to promote the Memorial Garden to meet the needs of the community in the purchases of niches and spaces.

There was no further business to discuss. Chairperson Hudson thanked everyone for coming and adjourned the meeting at about 6:15 p.m.