

## **Russellville Oakland Cemetery Commission Minutes**

**February 22, 2021**

The Russellville Oakland Cemetery Commission met for the regular meeting on Monday, February 22, 2021, at 5:30 p.m. in the 1st Floor Conference Room. This meeting, originally scheduled for February 16, was delayed a week due to winter weather.

**Attending in Person:** Director Stephanie Warwick and Commissioner/Secretary Rebecca Howell

**Attending via GOOGLE MEETS:** Chairperson/Commissioner Mindy Hudson, Commissioner Cindy Hlass, and Commissioner Mary Schwartz

**Absent:** City Finance Director Robin Johnson, City Attorney Trey Smith, Commissioner Kenneth Startup, City Council Liaison Phyllis Carruth, Mayor Richard Harris, Debi Headley from the Mayor's Office, and visitor Sean Ingram from The Courier

Chairperson Hudson opened the February 2021 Russellville Oakland Cemetery Regular Meeting at 5:36 p.m. and welcomed those in attendance.

### **Old Business:**

**The First Order of Business** was to review and approve the minutes from the January 19, 2021, Cemetery Regular Meeting. The motion to approve the minutes was made by Commissioner Hlass and seconded by Commissioner Schwartz. The minutes were unanimously approved.

**The Second Order of Business** was a presentation of the January 2021 Financial Report by Secretary Howell and Director Warwick. Bank account balances at 1/31/2021 were Russellville Oakland Cemetery operating account \$116,283.51 and Bank OZK perpetual care trust account \$153,048.27. As shown on the Statement of Revenues and Expenditures, January revenues were \$1,747.33 and expenditures \$1,308.64, leaving Net Revenue Over Expenditures of \$438.69. Commissioners noted the sale of one cemetery lot and perpetual care of \$150.00 paid thereon.

**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 a continued discussion of proposed fence and gates along the east line of the cemetery (along Detroit Ave), with presentation of sketches and photo examples. Conversation focused around how to have a symmetry between the existing fence and the proposed new shorter fence that will be closer to Detroit Avenue. Commissioner Schwartz made a motion to get someone to professionally draw a concept of the fence. Motion was seconded by Secretary Howell and passed unanimously.

Director Warwick wants a gate where the service road is located. Commissioners looked at a photo of a manual sliding gate; the wheels roll on a track. Director Warwick will speak with someone in Public Works about a professional drawing of the proposed fence and gate.

**The Fifth Order of Business** was a continued discussion of proposed 2021 Projects, including flags to be displayed on special occasions/holidays. Director Warwick is still checking on whether or not the power poles can have brackets mounted for about 36 American flags. The cemetery has about 18 power poles; two brackets per pole would display the 36 flags. Then, possibly, a few extra flags could be added at the driveways of Drives 1, 2, and 3, giving 12 more flags for a total of 48 flags. Chairperson Hudson and Director Warwick suggested tabling this discussion until all Commissioners can be in attendance. Also, due to COVID, things will be slowed.

**The Sixth Order of Business** was a discussion and request for approval to continue development of tree/shrub plantings along the north line of the cemetery (along 8<sup>th</sup> Street). Currently, there are young Hawthorn Indian white shrubs, Southern Teddy Bear Magnolia trees, Loropetalum, and Maple trees in this area. These were part of Phase 1, approved this time last year, and now Director Warwick has two (2) quotes from Earth Works that will complete Phase 2 and the entire North line beautification project. The same types of trees and shrubs are on the quotes for \$3,945.28 and \$1,354.65, for a total of \$5,299.93. Commissioner Schwartz made a motion to accept both quotes at a total of \$5,299.93 to complete the North section. Commissioner Hlass seconded the motion, and it passed unanimously.

#### **New Business:**

**The First Order of New Business** was the annual election of officers for the Cemetery Board, tabled from last month. Commissioner Hlass made a motion to nominate current officers to stay in their same positions, and Commissioner Schwartz seconded the motion. All voted in favor. Officers are Mindy Hudson, Chairperson/Commissioner, Kenneth Startup, Vice-Chairperson/Commissioner, and Rebecca Howell, Commissioner/ Secretary.

**The Second Order of New Business** was an update about recent damage to some headstones along Detroit Avenue. McGee Monument Company is working on the repairs. Director Warwick also said that, in general, everything is running pretty smoothly at the cemetery. She also is looking forward to the new fence being in place and thanked Commissioners for their input.

Chairperson Hudson expressed appreciation to all and adjourned the meeting at about 6:17 p.m.