

## Russellville Oakland Cemetery Commission Minutes

**March 21, 2023**

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday March 21, 2023 at 5:30p.m., in the 2nd Floor Conference Room of City Hall.

The meeting was called to order by Vice-Chair, Mary Schwartz at 5:34p.m. Director Warwick noted that we have a quorum present.

**Attending in Person:** Director Stephanie Warwick, Commissioner/Vice-Chairperson Mary Schwartz, Commissioner/Secretary Jami Mullen, Commissioner Cindy Hlass, and City Liaison Nathan George.

**Attending via Google Meets:** City Attorney Trey Smith.

**Absent:** Commissioner/Chairperson Mindy Hudson, and Commissioner Walter Hudson.

### **Old Business:**

**The First Order of Business** was to review and approve the minutes from the February 21, 2023 regular meeting. A motion to approve was made by Commissioner Jami Mullen with a second by Commissioner Cindy Hlass. The Minutes were unanimously approved.

**The Second Order of Business** was a presentation of the February 2023 Financial Report by Commissioner/Vice-Chairperson Mary Schwartz as prepared by City Finance Director, Robin Johnson. There was discussion of certain line items for better understanding. Councilman/City Liaison Nathan George suggested that the Commission work to put together a proposal of needed improvements to present to City Council for consideration of City budget items.

**The Third Order of Business** was a status update from Director Warwick of the Spring Workshop / Decoration that is scheduled for Saturday April 22nd. Commissioners reviewed the event schedule and list of needed items. Director Warwick will put together a promotional flier to be posted on the City website and social media sites to inform the community. Publications will start running March 27th.

**IT IS NOTED** that the date of the Workshop has since been changed to May 6th due to a community conflicting event.

**The Fourth Order of Business** was to open the floor to public concerns. No members of public were present.

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**New Business:**

**The First Order of New Business:** Director Warwick opened discussion regarding the consideration of a portable facility to be located at Oakland Cemetery for approximately four (4) months of the mowing season for the use of the ground maintenance crews. Murdock Portable Toilets and Septic Service of Russellville provided a quote of \$102 per month plus tax and a contract is not needed as this will be a month by month usage purchase. The facility will be locked, and the only persons having keys to access the same will be the crew from Murdock, Director Warwick, and the supervisor of the ground maintenance crews. A motion to approve the use of a portable facility was made by Commissioner/Vice-Chair Mary Schwartz. The second was made by Commissioner Cindy Hlass. The motion was passed unanimously. Director Warwick will schedule to have it delivered in mid to late April.

**The Second Order of New Business:** The floor was opened for new business discussion. Director Warwick advised the members to plan to stay for a lengthy meeting in May as she will be presenting new information regarding potential cameras, fencing, and lighting upgrades.

The meeting was adjourned at 6:30 p.m. by Commissioner/Vice-Chair, Mary Schwartz.

Submitted: Commission Secretary, Jami Mullen