

Oakland Cemetery Commission Minutes

Tuesday September 19, 2023

The Russellville Oakland Cemetery Commission met for the regular monthly meeting on Tuesday September 19, 2023 at 5:30 p.m. in the 2nd Floor Conference Room of City Hall.

The meeting was called to order at 5:29 p.m. by Commission Chair Mindy Hudson.

Attending in Person: Director Stephanie Warwick, Assistant Tish French, Commission Chair Mindy Hudson, Commission Vice-Chair Mary Schwartz, Commission Secretary Jami Mullen, and Commissioner Walter Hudson.

Attending via Google Meets: City Attorney Trey Smith.

Director Warwick noted that a quorum was present.

Old Business:

The First Order of Business: Approval of the August 15, 2023 Minutes. Motion to approve was made by Commissioner Walter Hudson. Second was by Commissioner Schwartz. Motion approved.

The Second order of Business: The Financial Report was presented by Commissioner Schwartz as prepared by City Finance Director Robin Johnson for month ending August 31, 2023. Current balance for the Operating Fund is \$90,072.82. It is up \$2300 for the month. Perpetual Care account balance is \$157,269.60.

The Third Order of Business: Director Warwick gave a debriefing on the September 16, 2023 mini-workshop held at Oakland Cemetery. Those in attendance were Director Warwick, Assistant Tish French and three commissioners. Sixteen stone markers were cleaned. One marker was reset by the group. One large stone marker was also cleaned. The next workshop will be held on Saturday September 30th. Commissioner Jami Mullen has reached out to the Russellville School District to coordinate student volunteers to help in the future to aide them in acquiring their community volunteer hours required for graduation.

The Fourth Order of Business: Director Warwick informed the commission that City Attorney Trey Smith has drawn up a proposed resolution to extend the cemetery maintenance contract to After Hours Lawn Care for the amount of \$73,200 for two years. The resolution will go before the City Council on Thursday September 21, 2023 for possible approval.

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The Fifth Order of Business: Director Warwick gave an update on the Detroit fencing project. Quotes for the fence and three gates installation are coming in under \$35,000. The quotes will need to be broken down by categories and then presented to the City Council for consideration of issuing a contract for the work.

The Sixth Order of Business: Director Warwick informed the commissioners that McGee Monument has delivered the corner markers to the cemetery. Installation will be in the next few weeks. Director Warwick will be onsite during installation to insure proper placement of each marker.

The Seventh Order of Business: Floor was open to the public to address concerns / comments. There was no one present to address the Commission.

New Business:

No new business.

Meeting Adjourned by Commission Chair Mindy Hudson at 6:00pm

Submitted: Commission Secretary Jami Mullen

(Two pages)