

## Russellville Oakland Cemetery Commission Minutes

June 16, 2020

The Russellville Oakland Cemetery Commission met for the regular meeting on Tuesday, June 16, 2020, at 5:30 p.m. in the 1st Floor Conference Room.

**Attending:** Director Stephanie Warwick, City Finance Director Robin Johnson, Chairperson/Commissioner Mindy Hudson, Commissioner/Secretary Rebecca Howell, Commissioner Mary Schwartz, City Council Liaison Justin Keller, and visitor Erin Michael from the Mayor's office

**Absent:** City Attorney Trey Smith, Commissioner Cindy Hlass, Commissioner Kenneth Startup, Mayor Richard Harris, and visitor Sean Ingram from The Courier

Chairperson Hudson welcomed everybody and opened the Cemetery meeting at 5:30 p.m. She asked Director Warwick to say a word on the record audio about the previous months' meeting schedule. The last meeting was on February 27, 2020, and it was a special call meeting. Then, due to COVID-19 restrictions, the March, April, and May regular cemetery meetings had to be cancelled.

### Old Business:

**The First Order of Business** was to review and approve the minutes from the February 18, 2020, Cemetery Regular Meeting. The motion to approve the minutes was made by Commissioner Schwartz and seconded by Chairperson Hudson. The minutes were unanimously approved.

**The Second Order of Business** was to review and approve minutes of the February 27, 2020, Special Call Meeting. Secretary Howell made the motion to approve these minutes, Liaison Keller seconded, and all voted in favor.

**The Third Order of Business** was a presentation of the May 2020 Financial Report by Finance Director Johnson. The Russellville Oakland Cemetery operating account had a balance of \$97,790.79 at 5/31/2020, according to Director Johnson. She also said that the cemetery was in good shape as to the budget. Contract labor (mowing) was well under budget as shown on the Statement of Revenues and Expenditures. May revenues were \$345.47 and total expenditures of \$3,165.26 were explained. Finance Director Johnson said that she plans to look into the Genworth annuity perpetual care account before its October anniversary date. Also, Oakland Cemetery was named beneficiary of a 401(K) account by a donor, the funds to go for operating enhancements.

An overview of February, March, and April Financial Reports was presented. The motion to approve February – May 2020 Financial Reports was made by Liaison Keller, seconded by Commissioner Schwartz, and unanimously approved.

**The Fourth Order of Business** included information from a letter written in response to a proposal to close the service road exiting onto Detroit Avenue. The writer recommended adding more roads and sidewalks so that it would be easier to visit loved ones. Director Warwick said this was not feasible, as sidewalks could be easily broken by heavy equipment.

**The Fifth Order of Business** was a continued discussion and request for approval for removal of Service Road #1 (situated between Drive #1 and Detroit Ave) for road safety concerns and to add approximately 60 grave spaces to the original portion of the cemetery. Each Commissioner expressed an opinion. Chairperson Hudson made a motion to place a temporary barrier to close the road to access, and to see how this works. Liaison Keller seconded the motion, and it passed unanimously. Discussion tabled for a future meeting.

**The Sixth Order of Business** was a continued discussion and request for approval to establish a roadway within the Memorial Addition of the cemetery (west-line area). This roadway will complete the portion of new road near the columbarium, and when finished, the Memorial Addition will be available for sale of grave sites. Plans for this area include a section designated for veterans and, also, a place for infants. A different fee structure is in effect for this new area of about 452 grave spaces, and Director Warwick stated that money for the new roadway will be wisely spent here. As of October 2019, the cost of the new aggregate road (base road) was estimated at \$11,250.00. Liaison Keller made a motion to start work on the new roadway, and Commissioner Schwartz seconded the motion. All voted in favor.

**The Seventh Order of Business** was an update of the overall current standing and operation of the cemetery. Director Warwick has almost completed mapping/pinning of the cemetery, the exception being the oldest section. This is the Grave Discover software program that can be found on the City website. Also, new trees have been planted along 8<sup>th</sup> Street and near Drive #1 where the large oak once stood. A new sign is in place at 8<sup>th</sup> and Detroit. Thanks to Ordinance No. 2338 persons living outside city limits may now serve on the Russellville Oakland Cemetery Commission. Rainy weather and the pandemic have curtailed some work and activities at the cemetery, and Director Warwick expressed appreciation to families and community for their patience and understanding.

### **New Business:**

**The First Order of New Business** was an update about the appearance of the cemetery lawn. Director Warwick and Liaison Keller plan to walk the cemetery and help set a timeframe for a coordinated mowing schedule and meeting with the owner of Priority Lawn Care, currently under contract for grounds maintenance/mowing of Oakland Cemetery.

**The Second Order of New Business** was planning the next phase of plants and beginning discussion about fence barriers/residential.

Chairperson Hudson declared the meeting adjourned at about 6:37 p.m.