

Annual Meeting of Roland Cemetery Board

Minutes

April 2, 2016

I. Call to Order

- a. Galen Stole called to order the Annual Meeting of the Roland Cemetery Board at 9:01 am on April 2, 2016 in the Roland Cemetery Building located at Roland Cemetery.

II. Roll Call/Introductions

- a. Galen Stole, Clark Thompson, Kelly Popp, Deanne Popp, Jerry Christian, Gary Carpenter
- b. Guests included Dennis Posegate

III. Approval of Minutes from Last Annual Meeting (motion to accept)

- a. Deanne Popp read the minutes from the April 11, 2015 Annual Meeting.
- b. Galen commented that the minutes should be corrected to show that Bert Stille is Barb's mother, not sister.
- c. Gary Carpenter made a motion to accept the 2014-2015 minutes as amended.
- d. Motion: Gary Carpenter
2nd: Jerry Christian
Approved

IV. Secretary's Report (motion to accept)

- a. Deanne reported that work is continuing on improving the association's website. The mobile version of the website and map are now up and running. The issue with printing the map or portions thereof still needs to be addressed. Deanne believes that John Hoffman is still working on this.
- b. A process has been developed and put into use to transfer of ownership of spaces. Deanne created a form and has used it several times to release the current owner from their right of ownership and to transfer the ownership to the new owner.
- c. Clark Thompson made a motion to accept the Secretary's report.
- d. Motion: Clark Thompson
2nd: Jerry Christian
- e. Approved

V. Treasurer's Report (motion to accept)

- a. Gary passed out copies of several reports including the Cash Flow Report 2015-2016, the Itemized Category Report 2015-2016 and Cash Balances at End of Year 2015-2016. The report indicates we had more cash going out than coming in.
- b. Cash Balances at End of Year 2015-2016.
- c. A copy of the list of donors was not included.
- d. There was a discussion on CDs and the rates. It was decided to check other banks to see if our interest rate is competitive. The Treasurer will look into this.
- e. Deanne made a motion to accept the Treasurer's Report.
- f. Motion: Deanne Popp
2nd: Kelly Popp
- g. Approved

VI. Old Business

- a. A question was raised about the pear trees that Kelly was working on purchasing. Jerry went to Beck's tree farm and made arrangements to have trees and shrubs planted along the highway. Galen reminded each board member that we need to keep each other informed of what we are doing so that we don't end up with multiple groups working on the same thing.
- b. The condition of the roads in the cemetery were discussed. An idea was raised to contact Manatt's to have them grind down the high spots and fill in the low spots with resurfacing. Galen will contact Manatt's for a quote that includes the thickness to be put down. We will see about having this done before Memorial Day, if possible.
- c. Denny Posegate will continue to provide lawn service for the cemetery. A couple of other individuals have approached the board with interest, but we did not receive any bids from them.
- d. Post-burial dirt hauling was discussed. There are several graves that have deep holes that need filled in. Halls backfills roughly after the burial and the dirt is left to settle. After a time, large holes are left that need filled. It was suggested that we contact Halls to come back and check to make sure the graves are properly filled and to add fill where needed. It was reported that several members of the board have taken part in filling holes when needed. It

was suggested that getting the bunkers completed would help get this done easier. Jerry will look into the possibility of getting old bridge piers to use as separators for the bunker.

- e. There are ongoing problems with the quality of dirt left on the pile. It was suggested that Halls be contacted and our expectations be outlined to them – letting them know that we expect them to return to check the backfill settlement and to properly add topsoil. A question was raised as to whether or not there are any other excavators in the area that might be contracted. Galen, Clark, and Kelly will talk to Brian about the procedures before we look at other contractors. The idea of a follow-up fee or delayed payment until fulfillment was discussed. It was also noted that Halls need to be reminded that they should remove the sod from the dirt before adding to the dirt pile. The idea of not keeping a dirt pile at the cemetery was also discussed. We could ask Halls to supply their own dirt – they could remove the dirt from the graves, and then fill with their own dirt. We also need to know who the point of contact for Halls is, Kent or Brian; and what their response time is/will be for correcting items. A discussion on the consideration of adding an option for sodding graves to our business practice.
- f. The condition of the section markers was discussed. Some of them have been driven over and need lifted and leveled. An idea was brought forth to invite a scout troop to come and assist in accomplishing this. A service day could be scheduled for clean up. Many area youths may be looking for opportunities to earn service hours including scouts, confirmation kids, and high school students working on their silver cord.
- g. The repairs needed on the building were discussed. There are several things on the building that need attention including the siding, carpet, door, and roof vent. There are several pieces of siding that still need replaced. We may want to look at a more durable product that will not be broken by the yard trimmer. The carpet will most likely need to be removed. After the rain leaked in around the door the carpet got wet and has mildewed. We may also have a mold issue. With the mildew and mold and poor ventilation the building has become odorous. The door is still in need of repair. The jamb has been coming apart. Kelly did some repair on it and it is better, but we will need to look into having it replaced in the future. The damage from the rain water has most likely swollen the jamb and has made it susceptible to sticking as well. A vent needs to be installed on the roof ridge as well. This will help with the moisture and ventilation issue. Kelly offered to make a list of the repairs and get quotes from a couple of places to get the work done. Suggested contacts included Waddle Exteriors, Rick Kalvik, Tim Marineau, Brian Nelson, and Jeff Twedt.
- h. A question was raised about the perimeter fence around the property. It was asked as to whether or not the fence was needed. It was installed in order to catch cornstalks and windblown debris from drifting into the cemetery. It was mentioned that several sections have come down and need to be put back up if we're keeping the fence.
- i. Clark made a motion to move ahead with obtaining bids to have the building repairs made.
- j. Motion: Clark Thompson
2nd: Gary Carpenter
- k. Approved

VII. New Business

- a. It was reported that the pump was hit again last fall. An idea was presented to install large posts around the pump in order to protect the area. Jerry will take care of putting up the posts with reflective tape.
- b. The support wires placed around the trees that were planted in recent years can be taken down. This could be incorporated into the community service work day previously discussed.
- c. The trees along the east property line are in need of trimming. These belong to Jerry Handsaker. Denny reported that he may be mowing the area for Jerry Handsaker in the coming months. Jerry Christian offered to remove the dead trees.
- d. The trees along the west property line need trimmed. Clark will come in and work on it. We may be able to put the brush on Jerry Handsaker's burn pile. Kelly, Gary, Jerry, and Galen offered to help Clark.
- e. The remaining cedar trees along the highway need to be removed. Jerry will take care of this.
- f. It was reported that the Legion has no new plans at this time for any work at the cemetery.
- g. The reversion of ownership process was discussed for unused spaces that were sold 100+ years ago. Deanne is developing a process to reclaim these spaces and to offer them for sale once again. She has researched what other cemeteries have done and is putting together a process to publish notice of the board's intent. She will put together a draft publication and provide it to the board for review. She will also include a note in the annual letter regarding interest in donating or selling unused spaces back to the cemetery.
- h. It was suggested to develop a timeline for accomplishment, pilot an area of the cemetery this year and then review the outcome at the next annual meeting and make a plan to move forward or not.
- i. Jerry made a motion to move forward with the pilot area as outlined.
- j. Motion: Jerry Christian
2nd: Gary Carpenter
- k. Approved

VIII. Election of Officers (motion to accept)

- a. The election of officers was conducted. The results are as follows:
 - i. President – Galen Stole

- ii. Vice-President – Clark Thompson
- iii. Secretary – Deanne Popp
- iv. Treasurer – Jerry Christian
- v. Historian – Deanne Popp
- vi. Web/Data Developer – Kelly Popp

IX. Open Discussion

- a. Galen reported that Paul Risdal has offered to place a memorial bench on the cemetery grounds. He suggested placing the bench near the cemetery building as a resting spot for visitors. It was suggested to place the bench on the north side of the building. Galen will get in touch with Paul to provide a drawing or plan to approve. We would want the area to be maintenance free. It was suggested that a perimeter around the building could be incorporated into the plan to eliminate the need to trim up next to the building and thereby reducing the damage to the building by the yard trimmer.
- b. The wages for officers was discussed. Galen proposed we keep the caregiver wages the same.
- c. Galen made a motion to raise the wages for the paid positions at the same rate as last year of 10%.
- d. Motion: Galen Stole
2nd: Clark Thompson
Approved

X. Adjourn

- a. Gary made a motion to adjourn the meeting.
- b. Motion: Gary Carpenter
2nd: Jerry Christian
Approved
- c. Galen adjourned the meeting at 11:28 am.

Minutes submitted by: Deanne Popp, Secretary

Minutes approved by: Galen Stole, President