

Annual Meeting of Roland Cemetery Board

Agenda

April 6, 2013

I. Call to Order

- a. Galen Stole called to order the annual meeting of the **Roland Cemetery Board** at 9:00 am on April 6, 2013 in the **Roland Cemetery Building** located at Roland Cemetery.

II. Roll Call

- a. Galen Stole, Shane Hall, David Shold, Sylvia Anderson, Kelly Popp, Deanne Popp
- b. Guests included Jerry Christian and Dennis Posegate

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

- a. Deanne read the minutes from the last annual meeting held on May 5, 2012.
David made a motion to accept the minutes as read.
Motion: David Shold
2nd: Shane Hall
Approved

IV. Secretary's Report (motion to accept)

- a. Deanne informed the group on progress made on the association's website.
 - i. The association's rates now have their own page on the site. She has been directing inquiries to the page for information on the various rates for full vs. cremation burial and week day vs. weekend rates, etc.
 - ii. John Hoffman has added aerial imagery as an option to view cemetery information. Landscaping features such as trees and headstones are now visible alongside the burial and ownership records.
 - iii. Deanne has added a digital copy of obituaries to the burials that have taken place this past year. She downloads the information from the funeral home website or newspaper and imports a pdf file.
 - iv. Other features that John Hoffman is working on include adding a print feature to the map and showing available spaces.
- b. Photos of new headstones need to be taken and imported to the database. Kelly will be working on that as time allows.
- c. All of the deeds are now being recorded in the Story County Recorder's Office. Deanne developed a new deed form and a process to record the deeds for future retrieval. This has been and continues to be an issue with owners (or current heirs) not being able to produce a copy of a deed. This should alleviate that issue in the future.
- d. Deanne sorted through the boxes of information received from Jill Grimsley and has put information in date order. This information could be scanned and kept electronically for future reference.
- e. Shane made a motion to accept the Secretary's report.
Motion: Shane Hall
2nd: Sylvia
Approved

V. Treasurer's Report (motion to accept)

- a. Cash Flow Report 2012-2013
 - i. Shane gave a recap of the information from past years as a comparison for donations, etc. With regard to that comparison, donations were up from last year. It was noted that during

one of the recent years the Annual Letter was not sent and could be the cause for a drop in donations for that year. Lot sales were also up considerably during 2012. It was also noted that the charge for chemicals was also reduced for 2012 because we decided not to fertilize. The cost of mowing was also down from years past. The website expenses were the same as the previous year.

- b. Itemized Category Report 2012-2013
 - i. This report is a breakdown of the Cash Flow report showing greater detail including everything that makes up the amounts shown on the cash flow. Shane pointed out that a dip in interest income is likely 2013.
 - ii. A question was raised by Jerry Christian on how much land the association rents. It was reported that the rental acreage is real close to two (2) acres. Bob Jacobson is the renter and he has been raising his own rent. Bob is the only one who has potential access to the land and is therefore the logical renter and does a great job. In the past he has increased the rent by \$100.
 - iii. Shane reported that as donations were received he has updated the addresses in the ownership records.
- c. Cash Balances at End of Year 2013-2013
 - i. Shane provided an up to date list of current cash balances.
- d. Donations Address and Phone List
 - i. Shane has created his own list of donors that will need to be compared to previous list. He and Deanne will get together to prepare an updated list of owners prior to sending the annual letter.
 - ii. Kelly Popp made a motion to accept the Treasurer's Report.
Motion: Kelly Popp
2nd: Dave Shold
Approved

VI. Old Business

- a. Planting of trees
 - i. Galen reported that the grass is looking good in new area. Galen also stated that it is now time to move forward with planning and planting trees in the new area and that there may also be trees that need to be replaced in old area. He indicated that the Linden seems to be a good tree and was recommended by Country Landscapes. A row of flowering trees along the road was also suggested. We may need to reserve spaces for trees.
 - ii. A question was asked as to whether or not we need to form a committee to move forward with the tree and landscaping project? Shane volunteered to participate but is not interested in leading the effort. He suggested Clark would be a good leader for this. Dave suggested Jim Hanson may be good source for information. Jerry said Kris Kringla Trees donated and helped get trees for the Roland Legion. The Legion does not want invasive trees like Cedar, but ornamental would be good. Jerry said the Legion is installing 26 flags for the Avenue of Flags down the center drive. He wanted to know where the County and cemetery ownership meets in order to install the flag on the (north) end of the drive nearest the County Road. The location needs to be verified. The flags will be set in granite stone 3" thick with a holder (hold) in center. Kelly offered to participate on the tree and landscaping committee. Galen indicated that we may want to plant smaller seedling type trees in a temporary location and then move them as necessary as they get bigger. Kelly mentioned the Arbor Day Foundation has a program to purchase trees. Galen asked Mike Jensen of Story City if the association could purchase trees from their Trees Forever program and they said, "No, they (the trees) can't go out of town."
 - iii. Shane asked if we want to put something in the newsletter about donating to trees again this year. Deanne will include again this year.
 - iv. Dennis asked about the ownership of the trees along the east side of cemetery. It is believed that these trees belong to city and that Handsakers may be doing some care for them. We need to contact the city about cleaning them up as they need trimming.

- v. A question was raised as to whether or not the association could get a discount from businesses for purchasing trees. Jerry suggested maybe Lowes would do that since they do that for the Legion.
- b. Transfer of ownership and vacant spaces
 - i. Galen talked to Glen Eglund (former association board member) about this issue and asked if the association had addressed this in the past. Glen indicated that the association had discussed it but had never acted on it.
 - ii. It was mentioned that the current understanding is that the after the association makes a reasonable attempt to contact the families (current heirs) that the association can get back the space (take back ownership).
 - iii. A Certified Letter mailed to last known owner may work for reasonable attempt.
 - iv. Deanne has researched regulations on this issue. Kelly noted that a cemetery space cannot be sold for profit (by any party). The association can buy back spaces at the sale value. The association may then sell the space at the current selling price. Deanne indicated that there have been several individuals that have offered to sell back their spaces to the association.
 - v. David asked if we want to buy back lots and if owners can donate the lots back to cemetery. Kelly made a motion to research the legal requirements for the transfer of ownership and to develop a procedure for the association to buy back lots from those offered to the association and vote on the process at the next meeting.
Motion: Kelly Popp
2nd: Shane Hall
Approved
- c. Bylaws and Rules
 - i. The review of the bylaws and rules has been on the agenda for the past couple of years and the board has not acted on them as of yet. Deanne once again provided a marked up version of the bylaws and rules to board prior to this meeting. The board asked if Deanne would update the bylaws and rules to reflect necessary changes. Deanne will update both the bylaws and the rules to reflect current practices and will provide it the board for review. The board will review these documents and vote on them at next meeting.
 - ii. Changes need to be made to the rules regarding placement/removal of flowers etc. We need to state these rules more clearly and to enforce them more consistently. People are used to the flowers remaining on the spaces for much longer than what we indicate in our rules is the limit of time. They will likely be upset if we change our practice all of a sudden. It was suggested that we add something to the annual letter to indicate our renewed effort regarding placement and removal of items, including discouraging the placement of items outside of the stone bases and that the association is not responsible for loss or breakage.
 - iii. It was suggested that we offer a cleanup day or other tasks to local scout troops or other organizations. Jerry will bring this up to the Roland Legion.

VII. New Business

- a. Galen reported that there is a concrete foundation in old section along gravel roadway that needs to be removed in order for the Legion to place their new bases for the Avenue of Flags. The mower hit this base several years ago and it has needed attention since then. A portion of the concrete now sticks up and is in the way for mowing. Jerry will bring a backhoe out (Roger's) and remove the concrete. The Legion will have the backhoe in the cemetery next week when they are working on the flag pole bases and will do the work then. The last tree on the north side of the cemetery at the end of the gravel drive is in the way of the flag pole bases. Jerry asked if the tree could be removed. The members of the board agreed that if the tree is in the way that it should be removed. Jerry agreed to remove the tree. Jerry mentioned that the Legion has discussed the trees along the highway. If all of the trees along the highway were removed the Legion would put flags along that area as well. The removal of the remaining trees along the highway will be held for a future discussion.
- b. Deanne indicated that the door to the building needs repair or replacement. The threshold and seal need work. Dennis will fix these for us.
- c. Deanne suggested that a website and data maintenance position be added to the board.

- i. This position would be utilized to export and repair data and importing data back to website. Other tasks may include importing data and/or documents to the website, scanning, uploading scanned documents, historical data and images to website. Shane made a motion to have Kelly be this representative.
Motion: Shane Hall
2nd: Dave Shold
Approved
- d. Galen asked if we want to create another position on the board to help support the website. Galen suggested Mindy Balmer.
 - i. Shane suggested having Kelly perform the duties for now and discuss it again at the July meeting to see how things are progressing and if Kelly needs assistance.
 - ii. Kelly indicated that we may want to consider working with a vendor for scanning our historical documents. The typical charge is 7 cents per scan. It was suggested that we discuss this further at the next meeting (July).
 - iii. Galen suggested that the position be paid and asked what would be appropriate. We paid John Hoffman \$30/hour. Kelly suggested keeping the salary consistent with other paid positions. It was suggested that these extra expenses for website maintenance could be mentioned in the annual letter in order to get more donations. Sylvia made a motion to make the wage the same as the Secretary and Treasurer positions.
Motion: Sylvia Anderson
2nd: Dave Shold
- e. For information only: The Roland Legion is placing new bases with engraved memorial plaques on the Avenue of Flags along the center drive.
- f. Jerry and Denny have considered and would like to offer to make a holding bin for dirt so that it looks a little nicer.
- g. The Legion is trying to come up with a solution for storing their flag poles so they will have them moved in the future.
- h. The City is supposed to mow the area along the east edge of the cemetery. Denny mows as close as he can to the trees. Ownership of land and trees needs researched as indicated previously in these meeting minutes.
- i. The cemetery building is in need of repair. It was suggested that perhaps Denny could look at the siding and see about replacing the broken pieces.

VIII. Election of Officers (motion to accept)

- a. Sylvia Anderson has announced her resignation from the board. The Board thanked Sylvia for her service. Jerry Christian expressed his interest in the vacancy. Jerry would like to serve as a representative for the Legion. Shane made a motion to accept Jerry's offer to fill the vacancy created by Sylvia's resignation.
Motion: Shane Hall
2nd: Kelly Popp
Approved
- b. The board discussed the election of officers. David Shold made a motion to keep all the officers the same with the addition of the new position of web/data developer. The board voted and agreed to the election of the following officers:

President:	Galen Stole
Vice-President:	Clark Thompson
Secretary:	Deanne Popp
Treasurer:	Shane Hall
Historian:	Deanne Popp
Web/Data Developer:	Kelly Popp

 Motion: David Shold
2nd: Deanne Popp
Approved
- c. Galen asked if we need to make an adjustment to salaries. In the past we have done a percentage of salary as an increase, but we have not done an increase for several years (2)

Jerry requested to make a motion to make an increase of 5% to 10%. Dave made a motion to increase the salaries by 10%.

Motion: Dave Shold

2nd: Galen Stole

Approved

IX. Open Discussion

- a. It was mentioned that sealing of blacktop may need to be done. Jerry requested we wait until the Legion sets the markers for the new flags.
- b. Denny noted that there are stones and bases that need some repairs. In the past we have hired this work done. In order to do it we need to make a list of needed repairs. Denny will make a list.
- c. Denny reported that there are several low spots and graves that have settled that need dirt and there is no good black fill dirt left right now. Denny would like to roll the cemetery again and it would be nice to get some dirt to fill in the low spots. Jerry will check into getting some dirt donated. If necessary, we'll look into buying some. Denny reported that the dirt pile has big chunks of concrete in it and chunks of sod and it is not good for fill. Kelly suggested we ask Halls to remove the current dirt pile and to take the sod with him when he digs a grave. Galen indicated that typically the county will bring us a load of dirt whenever we ask. He will make a call to get some dirt from the county.
- d. Deanne will prepare the annual letter and will need to purchase printing of the letter, stamps, and perhaps envelopes. Deanne will check into getting more envelopes printed.
- e. We still need to get the safe from Jill. With scanning the historical documents we will not have a need for the safe. The documents are currently at Deanne's and Shane's. Shane indicated that the computer and printer are at his house as well. Shane is using the printer, but not the computer. The board needs to decide what to do with these things and will discuss at a future meeting.
- f. It was mentioned that we need to consider whether or not we want to fertilize this year. No decision was made regarding the fertilizing at the meeting.
- g. The sale of lots was discussed. It was once again offered that the low spots and spaces by the fence are good for cremations. Deanne indicated that she has offered lots in the new area to prospective buyers but so far none have sold. Feedback she has received so far is that they are too expensive. Keeping the price higher will result in the spaces in the older areas being sold first, which was the intent. Dave indicated we should lower the price of the new lots to get some sold and asked that we think about this and a potential price and discuss it again at the next meeting (July).
- h. A discussion on trees followed. Jerry suggested that we keep a list of donors to the "beautification project" (trees and landscaping) and that we place a plaque at each donated tree. Dave mentioned that this can create an issue with mowing. Deanne suggested that as an alternative we could keep a list of donors to display for everyone to see.
- i. The board thanked Denny for the care he gave the cemetery during the past year.

X. Adjourn

- a. Shane made a motion to adjourn the meeting.

Motion: Shane Hall

2nd: Dave Shold

Approved

Galen Stole adjourned the meeting at 11:16 am.

Minutes submitted by: Deanne Popp

Minutes approved by: _____