

Annual Meeting of Roland Cemetery Board

Minutes

April 14, 2018

I. Call to Order

- a. Galen Stole called to order the Annual Meeting of the Roland Cemetery Board at 9:01 am on April 14, 2018 in the Fellowship Hall at Bergen Lutheran Church. Due to inclement weather and frigid temperatures a notice was posted at the Roland Cemetery Building located at Roland Cemetery to indicate the meeting had been moved to Bergen Lutheran Church.

II. Roll Call/Introductions

- a. Galen Stole, Kelly Popp, Deanne Popp, Jerry Christian, Gary Carpenter
- b. Guests included Bob Gibbons, Addisen Popp

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

- a. Deanne Popp read the minutes from the April 8, 2017 Annual Meeting.
- b. Gary Carpenter made a motion to accept the minutes as read.
- c. Motion: Gary Carpenter
2nd: Jerry Christian
Approved

IV. Secretary's Report (motion to accept)

- a. Deanne reported that 36 locates were completed in the past year.
- b. Deanne reported that the repurchasing program is continuing with some success. At last year's annual meeting the board decided not to post notice in the newspaper, but to include a note in the annual letter and many requests were received from that inclusion. We will continue to include the note in this year's letter.
- c. The letter to excavator is in progress. Galen reported that the current contractor is doing a better job. There are a couple of graves that need to be topped off and we'll see how the contractor does with that task later this spring. Galen mentioned that David Shold donated a palette of bagged topsoil from Lowes and he spread it around on graves where we were having difficulty getting grass seed to grow. This process worked really well and perhaps we will need to continue to do to get grass to grow in area with poor soil. We will continue to send a copy of the minutes to the contractors so they can review and continue to improve their services.
- d. Jerry Christian made a motion to accept the Secretary's report as read.
- e. Motion: Jerry Christian
2nd: Gary Carpenter
Approved

V. Treasurer's Report (motion to accept)

- a. Jerry presented a report of income and expenses for the past 3 years. He has been working with an accountant to set up the Treasurer records. The accountant recommended that the Treasurer records be kept on a separate computer rather than having them stored on Jerry's personal computer.
- b. Insurance prices have gone up and we have had no claims. Galen asked to confirm that we just have liability on our building and Jerry did confirm that. Galen indicated that it might be good with other companies for some better prices.
- c. Jerry has talked to Bill Boyd about our tax records is waiting for a response from Bill.
- d. Patron donations to the cemetery were relatively the same as last year.
- e. Income for land rent for the farm ground south of the developed cemetery is also down. Galen reported that we have a new renter. Bob Jacobson has rented the farm ground in the past and this year Mark Tjernagel will be the renter.
- f. Income from lot sales and burial expenses were also down this past year from previous years. Total income was down about \$4,000.
- g. Jerry indicated that the accountant recommended he document receivables and expenditures. He plans to do this by providing emails or written notes about the transactions to other board members.
- h. Jerry reported that the website hosting is now paid annually rather than monthly and this is more cost effective than the previous monthly rate and payment method.
- i. Kelly Popp-made a motion to accept the Treasurer's Report.
- j. Motion: Kelly Popp
2nd: Deanne Popp
Approved

VI. Old Business

- a. A summary of last year's activities was discussed including repair of the building.
- b. Galen reported that he talked to Jeff Twedt about the roof vent and, so far Jeff hasn't done any repair. Jeff had suggested floatable cork for the floor in front of the door or some other water resistant floor covering. Galen will check with Jeff on the status.
- c. Kelly asked to have Jeff check the lights inside the building too. Kelly has changed bulbs and checked the switches and breakers and has not been able to determine why the lights on the west side of the building are not working properly. Kelly put an extra supply of lightbulbs in the cabinet.
- d. Jerry said Dennis Posegate ground some stumps and submitted a bill for the work which Jerry paid. Galen indicated that he has informed Denny that the board needs to approve any additional work.
- e. Brad Tressemer (Arbor Monkeys) performed tree trimming this Spring and raised the tree canopy to an acceptable level (~10 feet). One tree had significant damage and needed to be removed. Arbor Monkeys did a nice job of trimming and cleaning up branches after the work was performed. Galen asked the board if we want to have Tressemer do the trimming for us each year. The board agreed that would be a good idea to keep up with the maintenance incrementally. Galen will check with Brad to see if he is interested in doing annual trimming for the cemetery and to get a cost.
- f. Jerry asked about the rock at the entrances (3 driveways coming in to the cemetery). Deanne reiterated that it is the county's responsibility since it lies within the highway right of way. Galen will check with Jim Hovick (with Story County) again to have them look at it and see what can be done.
- g. Kelly reported that he talked to Nic Turner about edging around the rock by the building. Nic now has a new job and may not have or interest in the task. We may want to look at getting someone else to do the work.
- h. Kelly also talked to Janet Handsaker about trimming or removing the dead trees along the east property line. Janet agreed to the cemetery performing trimming or removal work that is necessary. Galen will have Tressemer look at taking care of these trees.
- i. Kelly made a motion to have Arbor Monkeys (Brad Tressemer) do annual tree trimming (as needed).
- j. Motion: Kelly Popp
2nd: Gary Carpenter
Approved.

VII. New Business

- a. Gary mentioned that the fence is damaged beyond repair near the dumpster area. He asked about taking the fence down and seeding that area. Then suggested putting a bunker up for dirt and a pad for the dumpster in the SE corner. Kelly asked if we would consider putting a cement pad in for this purpose as well as for access to the dumpster. The board agreed that it would be a good idea and would clean up the SE corner. Kelly mentioned that the fence does not have much good left in it and is becoming a maintenance issue. Jerry asked if we need to set a limit on the cost. Kelly mentioned it would be nice to arrange the area to provide for easy access to the dumpster for servicing. Deanne asked who would do the work? Gary and Kelly will look into a plan for this. Deanne asked what the bunker would be built out of. Concrete pad with concrete walls. Kelly suggested that concrete jersey barriers may be suitable for the soil bunkers. Ken Brown has used jersey barriers at his building in the industrial park and may be a resource for locating them.
- b. Kelly reported that there has been some interest in lots near the dumpster area. The Legion area is further west than what is shown on our plot records. He asked the members how to adjust the plots to reflect the current ownership. The board asked Kelly and Deanne to locate the areas in use by the Legion and to update the ownership records accordingly.
- c. Jerry Christian made a motion to proceed with correcting the ownership record.
- d. Motion: Jerry Christian
2nd: Gary Carpenter
Approved
- e. Kelly indicated that an increasing number of businesses are inquiring about the cemetery's physical address. He recommended having our 911 address included on our letterhead and other documents as they are reprinted. We can add the address to the annual letter and on the envelopes on the next printing. Deanne said we could add it to the website as well.
- f. Deanne reported that Dennis Posegate called to report a stone that is leaning. Jerry said he also talked to Dennis and Jerry will contact the family (Ann Lorenger) and have them look into getting it fixed.
- g. Galen reported Harlan Larson's daughter contacted him. They have brass marker they would like to have installed. Galen has the marker now and is waiting to hear from the Nevada Monument to arrange for installation.
- h. Galen indicated that we previously bought a computer that Jill Grimsley as Secretary/Treasurer. Shane Hall used it after Jill. It has since been disposed. Kelly said that he and Deanne have a Dell laptop that is nicely equipped and that they would donate it for Jerry to use for the Treasurer business. Jerry said he will find out what program needs to be loaded for the accounting. The Popp's will get the laptop to Jerry and he can work with his accountant to set it up. Deanne will make a donation form for the board to use and keep record of donations.

- i. Deanne asked Jerry to send her a copy of the current addresses for use so that she can use that list in preparing the mailing list for the annual letters.

VIII. Election of Officers (motion to accept)

- a. Gary Carpenter made a motion to keep the same officers as last year.
Motion: Gary Carpenter
2nd: Deanne Popp
Approved
- b. 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. Bob Gibbons commented on the presence of the cemetery and it being a positive statement to those entering the community.
- b. Jerry asked about weed trimming prior to Memorial Day. Galen said it should be done a couple of weeks beforehand. Deanne suggested organizing a clean-up day and inviting a group of kids looking to get service hours. The board discussed possible dates and decided Sunday, April 22, in the afternoon may work. Each member will encourage volunteers to assist. The work day is set for April 22 at 2pm; bring garbage bags, trimmers and rakes.
- c. Galen suggested leaving the mowing rate the same as last year. The board agreed.
- d. The wages for officers was discussed. The fee for locating was discussed.
- e. Jerry Christian made a motion to increase the locating fee from \$50 to \$75 and the wage from \$25 to \$40.
Motion: Jerry Christian
2nd: Gary Carpenter
- f. Jerry suggested that we use an accountant for our bookkeeping. He would continue to work with the accountant to coordinate the Treasurer work.
- g. Kelly indicated he is fine with the wage for the Web/Data Developer and that the Secretary position does most of the work.
- h. Gary Carpenter made a motion to raise the wages for the paid positions at the same rate as last year of 10%.
 - i. Motion: Gary Carpenter
2nd: Jerry Christian
Approved

X. Adjourn

- a. Deanne Popp made a motion to adjourn the meeting.
- b. Motion: Deanne Popp
2nd: Gary Carpenter
Approved
- c. Galen adjourned the meeting at 11:13 am.

Minutes submitted by: Deanne Popp, Secretary

Minutes approved by: Galen Stole, President