

# ***Annual Meeting of Roland Cemetery Board***

## **Agenda**

March 25, 2023

### **I. Call to Order**

- a. The meeting was called to order by President, Michael Oleson at 9:03am.

### **II. Roll Call/Introductions**

- a. Board members present: Michael Oleson, Clark Thompson, Kelly Popp, Deanne Popp, David Shold
- b. Board members not present: Jerry Christian
- c. Guests: Mike Risdal, Lucas Risdal

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

- a. Deanne presented the minutes from the April 2, 2022 Annual Meeting.
- b. Deanne Popp made a motion to accept the minutes as presented.
- c. 2<sup>nd</sup>: Kelly Popp
- d. Approved

### **IV. Secretary's Report** (motion to accept)

- a. Deanne reported 6 deeds were completed for sales in the past year.
- b. Deanne reported 32 locates during the past year (11 traditional burials, 10 cremation burials, 11 stones/other).
- c. Clark Thompson made a motion to accept the secretary's report.
- d. 2<sup>nd</sup>: Kelly Popp
- e. Approved

### **V. Treasurer's Report** (motion to accept)

- a. Jerry took computer and files to Boyd Accounting. Yearly reports are pending review by Bill Boyd.
- b. Cash Flow Report 2022-2023 (pending)
- c. Itemized Category Report 2022-2023 (pending)
- d. Cash Balances at End of Year 2022-2023 (pending)
- e. Deanne Popp
- f. 2<sup>nd</sup>: Michael Oleson
- g. Approved

### **VI. Old Business**

- a. The storm door has not been installed yet. As a result the keypad froze and was unable to open. A key to the door was not found. Kelly purchased a new keypad and installed it. Duplicate keys were made and distributed to Michael Oleson, Clark Thompson, Jerry Christian and the Poppes have the original key. The code is still the same. The question remains if we are going to move forward with installing the storm door. Michael, Clark and Kelly will work together to determine if the door can still be installed and if so complete the installation.

### **VII. New Business**

- a. Lucas and Mike Risdal presented a proposed maintenance agreement for the coming year asking for an increase in mowing and trimming. The proposed agreement would separate the mowing from trimming with separate fees associated.
- b. Mike Risdal reported the fill dirt that has been placed on the lots is not conducive to growing grass. A pile of good black fill dirt was requested. The group discussed the fill and compaction on graves and the process for winter versus summer. Clark suggested that when necessary the fill and seeding process be done twice if necessary so we can get the graves looking nice for family members. The idea discussed in previous years was brought up of having a bunker for fill dirt. A suggestion was to locate a bunker on the west of the cemetery building on the west property line south of the evergreen tree. Clark asked if we started with a small pile how much we would need.
- c. Clark Thompson made a motion that he will find someone to deliver top soil at a designated location and quantity for short term use.
- d. 2<sup>nd</sup>: Kelly Popp
- e. Approved
- f. David Shold made a motion to accept Risdal's proposed maintenance agreement.
- g. 2<sup>nd</sup>: Michael Oleson
- h. Approved
- i. A discussion about landscaping and weed control was held.

- j. Deanne and Kelly reported that the most recent February burial was dug too far east and north. Brian Hill notified Deanne as soon as he realized that his staff had made the opening in the incorrect location. Brian agreed to take care of the situation and dig the opening correctly and slide the vault to the correct spot. Clark will contact the family and explain the situation to them so that they are aware of what will be happening.
- k. Michael reported he was contacted by a person who asked about scattering a thimble size amount of ashes in the Roland Cemetery in an undesignated location. It was suggested that we respond with stating our bylaws do not address this situation.
- l. Kelly asked about accounting for the association. Jerry has asked for some guidance on computer work and accounting for the association. A question was asked about how we are moving forward with accounting while Jerry is recovering. The accounts at Availa Bank need to be moved. Jerry is looking into transferring accounts possibly to GNB Bank in Story City.
- m. Kelly Popp made a motion that with the closure of Availa Bank in Roland the board move accounts to GNB Bank in Story City as the official banking location for the association.
- n. 2<sup>nd</sup>: Clark Thompson
- o. Approved
- p. Kelly Popp made a motion to ensure the board has signature cards on file for the Treasurer and President to sign on behalf of the association.
- q. 2<sup>nd</sup>: David Shold
- r. Approved
- s. President, Michael Oleson, and Treasurer, Jerry Christian, will work together to accomplish the bank transfer and signature cards as their schedules allow.
- t. Tree placement was mentioned. Some of the trees we recently located to be placed were not planted where flagged. Other placements have blocked access to certain parts of the cemetery. If more are planted we need to make sure the placement meets maintenance needs and is flagged for digging. If when planted the spot is not easily dug then a board member should be contacted and a new spot should be found and a flag placed for digging. Following Memorial Day, a board member may contact Kris Kringla Tree Farm about possibly relocating some of the misplantings.
- u. David asked about adding contact information in some place at the cemetery, possibly on the building or sign. Popp will look into updating the existing rule signs and adding the web address on the door window.
- v. Clark asked about trimming trees to anticipate what they would look like 20-30 years from now. Clark has trimmed some of the crab trees along the east drive but has some clean up left to finish. There are also some trees with damage from the Derecho storms that need some cleanup. Clark will continue to work on cleaning these trees up as well.
- w. The association continues to be contacted by individuals wanting to donate items such as benches to the cemetery. It was recommended that we develop a process to encourage monetary donations rather than items that need maintenance. The group drafted text add to the annual letter to address this issue.
- x. Clark reported that Jerry requested to look into reviewing and possibly moving insurance from (First American Insurance) to State Farm Insurance (Brandon Geise).
- y. Kelly motioned that it may be beneficial for the association to look into Dave Ramsey endorsed local providers that base their rating on performance rather than commission. The association may be able to realize some savings and it may be worth looking into this option.
- z. 2<sup>nd</sup>: Michael Oleson
- aa. Approved
- bb. Michael shared the contact, Tim Hibbing, Fortress Insurance, in Ames. Michael will discuss with Jerry to determine existing and future insurance needs. Michael will then explore options with other providers, possibly through Tim Hibbing.
- cc. One vacant position remains on the board. Michael will reach out to an individual for interest.

#### **VIII. Election of Officers** (motion to accept)

- a. David Shold made a motion to keep the same officers.
- b. 2<sup>nd</sup>: Clark Thompson
- c. Approved
- d. President, Michael Oleson
- e. Vice-President, Clark Thompson
- f. Secretary, Deanne Popp
- g. Treasurer, Jerry Christian
- h. Historian, Deanne Popp
- i. Web/Data Developer, Kelly Popp

#### **IX. Open Discussion**

- a. No additional discussion.

**X. Adjourn**

- a. David made a motion to adjourn the meeting at 9:07am.
- b. 2<sup>nd</sup>: Deanne Popp
- c. Approved