

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

## ***Minutes***

April 8, 2017

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

- a. Galen Stole called to order the Annual Meeting of the Roland Cemetery Board at 9:02 am on April 8, 2017 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, David Shold
- 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 2, 2016 Annual Meeting.
- b. Comments were made that most of the items on the to-do list have been accomplished. Jerry said there is still an ongoing issue with backfilling of graves.
- c. Clark Thompson made a motion to accept the minutes as read.
- d. Motion: Clark Thompson  
2<sup>nd</sup>: Gary Carpenter  
Approved

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

- a. Deanne reported that 35 locates were completed in the past year and presented a copy of the list of locates that were performed. Deanne also shared a printed list of addresses for the mailing the annual letters. She has updated the list to include address changes and new owners. She reported that several letters were returned last year with no forwarding address. Deanne asked everyone to look at list and provide her with updates for the list. Those owners for which addresses cannot be found will be kept on the list, but no letter will be sent. Deanne will email the list of addresses needed to board members to review.
- b. Deanne reported that the repurchasing program has been fairly successful over the past year. Although she did not put notice in the newspaper as was discussed last year, a note was included in the annual letter and many requests were received from that inclusion. The note will be included in this year's letter and we will hold off on posting in the newspaper for the time being.
- c. Deanne reported that a draft of the annual letter was emailed to board members for review. Clark, Galen and Jerry commented that the letter looks good.
- d. Deanne reported that updates continue to be made to the data on the website. Kelly commented that we need a plan to capture and update photos. We have had good success with using the website to obtain information and find burials. Corrections are being made to the data as it is discovered. The rate changes have been added to the website and Deanne is informing vendors as contact is made with them. She will include a sheet with the new rates in the mailing of the annual letter to the funeral homes. Deanne asked if any other notification to funeral homes is necessary? The board discussed this briefly and decided no additional notification is needed as the funeral homes all have access to our website and the rates are clearly posted.
- e. Deanne commented that she has received spam email from the "contact@rolandcemetery" email link on the website. She asked if others are receiving this spam email too and if a generic email should be set up for the association. Kelly asked about the amount being received and suggested we monitor the issue and decide later if further attention is necessary. Deanne asked if anyone wants to be removed from the contact list so that they don't receive the emails. Gary Carpenter asked to have his name removed.
- f. Jerry Christian made a motion to accept the Secretary's report.
- g. Motion: Jerry Christian  
2<sup>nd</sup>: Clark Thompson  
Approved

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

- a. Jerry reported he had some computer issues and apologized for the reports not being in as good of order as he would have liked to present. Jerry is working to get a new computer program and put the records in better order.
- b. Jerry passed out copies of several reports including the Statement of Income and Expenses.
- c. The reports show that burial income increased quite a bit. The report also showed lot sales were up from the previous year. With the paving of the roadways that was accomplished this past year the report shows more money going out than coming in.
- d. Galen commented on the miscellaneous expense of sending thank you notes to donors. He expressed that in the interest of missing someone, that sending thank you notes for donations is not necessary. We thank the donors in

the annual letter and that should be adequate. The board members discussed sending thank you notes and the consensus was that sending the notes for donations is a nice gesture and if Jerry has time to send them that he can continue to do so.

- e. Kelly Popp made a motion to accept the Treasurer's Report.
- f. Motion: Kelly Popp  
2<sup>nd</sup>: David Shold  
Approved

## **VI. Old Business**

- a. A summary of last year's activities was discussed including the paving of the roads, installation of the bench donated by Risdals, repairs to the building, cleaning up the perimeter around the building, trimming trees, and repair and upkeep of the fence.
- b. Deanne mentioned that there may be some repairs to the building that still need to be done such as carpet replacement. Since the door was replaced last year the issue of water coming improved. Kelly said water does still get in with a strong wind during a rainstorm. Galen said he will look into the flooring issue.
- c. Galen added that the roof vent still needs to be addressed to help with the moisture and odor inside the building.
- d. Handsakers trees along the east drive still need trimmed and removed. Kelly will talk Jerry or Janet Handsaker about this and to see if we can get it taken care of.
- e. David Shold commented that he noticed one of the section markers need leveled. This will be an ongoing issue and we will just need to keep addressing as needed.
- f. David asked about the process for selling back and transferring ownership. Deanne said to have people contact her if they are interested in this.

## **VII. New Business**

- a. Future plans – Galen reported that the issue of excavators and their practices have been discussed among several board members. Galen said that the business with the excavator is improving. Clark asked to document what was said between the board members and the excavator and send a copy to the excavator so that they know what our expectations are based on what was discussed including the type of fill we expect to have deposited on graves. It was suggested that we have an annual review with the excavator and incorporate the information into the annual meeting. Prior to the annual meeting, we should provide them with a list of our expectations and ask them to review and make changes for the upcoming year and then those arrangements would stand for the entire year with no rate changes so that we can inform our vendors with the annual letter. When rates change mid-year, it becomes difficult to pass the information along to them. We can also use that list of expectations for any new excavators we might want to look into. One point of contact for either party should be outlined to streamline the process. The quality of work was discussed including the type of fill and proper placement. Galen reported that Halls has verbally agreed to keep the pile of dirt on their lot.
- b. Clark will email his notes from the conversation with the excavator to Deanne. She will put together a document and send it out for the board to look at.
- c. Gary, Kelly and Galen talked to Brian Jensen about our excavation process. Brian indicated he would be interested in working for us in the future. We may want to try him out or have him as a backup.
- d. Clark suggested providing minutes to the excavators as a way to make them aware of the concerns we have as a Board and our expectations.
- e. Dennis Posegate asked about putting a fire ring by the fences for brush. Galen tried to burn the pile and ended up hauling what was left to the dump.
- f. Dennis also asked about getting a large tree trimming company to come in and take care of some of the bigger branches that need trimmed. David suggested getting someone that knows about proper trimming to take a look to see what should be trimmed. Dennis said he has a contact information for Emma Joe's Tree Service owned by Shoemaker in Story City. Clark asked if the reason for the trimming was for low branches or dead branches? Dennis said both. Clark said that we could make a plan to remove the Ash trees due to the Emerald Ash Borer. Clark said the EAB is in Story City already.
- g. David made a motion to look into having someone give an estimate for tree trimming and do so on an ongoing basis. It wouldn't have to be all at once. Galen asked how many estimates we want to get. Clark mentioned we would want them to mark the branches that they believe need trimmed.
- h. Motion: David Shold  
2<sup>nd</sup>: Gary Carpenter  
Approved
- i. Jerry and Galen will get estimates. Galen will send an email with all of the estimates to the board members and we will make a plan for action at that time.
- j. Galen reported that the fence by the brush pile blew over this spring. Galen and Nick cleaned up the broken pieces. Galen asked if we want to repair or replace the missing part or just leave it off? Clark said if we move the dirt out of the area and we are only using the area for brush, then having only the north fence there should be adequate. It was suggested to keep the west fence out of there and only leave the screen to the north. It may

make it easier to keep trimmed. The group agreed that if we get further damage use the remaining panels to keep the north side intact and just keep working our way north. Jerry suggested pulling the posts and leaving as is. David will take care of removing the posts.

- k. Jerry asked if we want the Legion poles out of the area. Galen said that if there is another place to store them then that would be great. Galen will ask Duane Bielefeldt if he has a place to store them.
- l. David mentioned a temporary marker that is on one spot that needs repair and there may not be any family to correct the stone. David will see if the family is around and will fix it.
- m. Jerry asked about rules for placement of stones. Deanne said the information is in the bylaws and rules.
- n. A stone that was left by brush pile needs investigated. Deanne will look into where it belongs or where it came from and see about what needs to be done with it. Another stone that was unearthed also needs to be addressed. Deanne will see where it belongs and if there is any family left to take care of it. If not, Deanne will get an estimate to get it fixed from Nevada Monument. Deanne will check the bylaws on what the policy is for these issues.
- o. Jerry asked about having gravel added alongside of aprons at the cemetery entrance. Dennis said Story County will take care of that but we may need to spread it. Jerry asked if we could ask if the city could be contacted for adding gravel. Since it's outside the city limits along the county roads it would be county jurisdiction. Clark asked if Nic Turner would be interested in doing this along with the fill inside the cemetery. Kelly will contact Nic to see if he is interested and if so, to get an estimate.
- p. Adding fill in spots next to the paved roads within the cemetery was discussed. Galen talked to Jim Hovick with Story County about it and he said he'd talk to his supervisor about it, but hasn't heard. Dennis asked if we want gravel or dirt. Clark indicated that the intent is to have grass up next to the road with grass. If we put gravel on it grass won't grow well. Galen asked if Nic Turner would be interested in doing that for us. Kelly said he would talk to Nic about this too and get an estimate and provide it to the board for review. Kelly asked if anyone knows of a material that would gravity feel alongside the cemetery roads (sand, compost).
- q. Dennis asked about getting an edge put around the large rocks placed around the building. The rocks are spreading into the grass and he has hit a few when mowing. Dennis would like to see a hold back edge, either plastic or brick. Plastic may get beat by the weed eater. Brick would be nice and be more durable. Kelly will ask Nic Turner about this too.
- r. Clark asked about lot sales in new area and how they're going. Deanne reported 2 spaces were sold in the new area this past year. People are still gravitating toward the less expensive areas. The area we chose to fill first has not been an issue in sales at this point.
- s. Galen and Nick worked on the fence that was falling down and repaired what they could. He questioned whether or not it is serving the purpose that was intended. Bob Jacobson cares for the 2 acres we have and has not commented on the fence being an issue. Galen asked if the board members would take a look and comment as to whether or not it is needed any longer.
- t. Kevin Holen family wants to put in a memorial (bench or something) in the cemetery. We don't want to get into having numerous memorials all of the cemetery so Galen suggested that a tree or planting might be appropriate. Kelly asked if someone would be interested in buying a permanent high quality flag pole and then we could get rid of the temporary poles. Dennis reported that his class of 67 donated one last year. The board agreed that was a great idea. We would want an avenue to work on as a logical flow to continue what has already been done. Deanne suggested adding the idea in the annual letter. \$500 is the estimated cost includes the pole, marker and engraving placement. Jerry will coordinate this effort.

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

- a. Clark Thompson made a motion to keep the same officers as last year.  
Motion: Clark Thompson  
2<sup>nd</sup>: Gary Carpenter  
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. Dennis asked about contacting someone to fill in the ruts that the vault company made during the Crouch burial.
- b. The wages for officers was discussed. Galen asked if the wages are okay as is.
- c. Gary Carpenter made a motion to raise the wages for the paid positions at the same rate as last year of 10%.
- d. Motion: Gary  
2<sup>nd</sup>: Clark  
Approved

**X. Adjourn**

- a. David Shold made a motion to adjourn the meeting.
- b. Motion: David Shold  
2<sup>nd</sup>: Gary Carpenter  
Approved
- c. Galen adjourned the meeting at 11:26 am.

Minutes submitted by: Deanne Popp, Secretary

Minutes approved by: Galen Stole, President