

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

## ***Meeting Minutes***

April 11, 2015

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

- a. Galen Stole called to order the Annual Meeting of the Roland Cemetery Board at 8:59 am on April 11, 2015 in the Roland Cemetery Building located at Roland Cemetery.

### **II. Roll Call**

- a. Galen Stole, Shane Hall, Clark Thompson, Kelly Popp, Deanne Popp, Jerry Christian, Gary Carpenter, David Shold
- b. Guests included Zach Zeller, Phil Zeller and Bill Waugh

### **III. Eagle Scout Presentation by Zach Zeller**

- a. Zach Zeller presented his proposed Eagle Scout project to continue the section marker installation that was started by Jordan White. The proposed project would include the installation of section markers along the newly paved drive in Section B. Zach is looking to have the installation completed by August.
- b. We will wait to hear from Zach on the schedule for his project but indicated to him that he should plan on meeting with Kelly and Deanne to properly locate and mark the position for the markers. A separate work day with a larger crew of other scouts and volunteers would need to follow to perform the installation of the markers. Representative from the Cemetery Board would need to be present.
- c. Jerry Christian made a motion to accept Zach Zeller's proposal.
- d. Motion: Jerry Christian  
2<sup>nd</sup>: Shane Hall  
Approved

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

- a. Deanne read the minutes from the last annual meeting held on April 5, 2014.
- b. Galen asked about if fertilizing was completed during 2014. Tony Greene never made it out to spray. Shane confirmed that we never received a bill from Tony for fertilizing. Clark said he thought herbicide was applied, but not fertilizer. It was determined that we would contact Tony Greene to apply fertilizer this year.
- c. Clark Thompson made a motion to amend the 2013-2014 minutes to show that fertilizing was not requested, only herbicide application.
- d. Motion: Clark Thompson  
2<sup>nd</sup>: Jerry Christian  
Approved
- e. Kelly Popp made a motion to accept the 2014 minutes as amended.
- f. Motion: Kelly Popp  
2<sup>nd</sup>: Shane Hall  
Approved

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

- a. Deanne reported that work is continuing on improving the association's website. John Hoffman is working on creating a view for mobile devices and tablets. Deanne sent an email to John asking for an update on the progress of this feature.
- b. Deanne is continuing to refer interested parties to the website for information on burials, rates and regulations, and available spaces. The revised By Laws and Rules are now posted on the website.
- c. All of the old record books and a collection of obituaries have been scanned. The paper records have been transferred to the Roland Historical Society.
- d. Photos of new headstones is an ongoing process and uploads are being done as time allows.

- e. David made a motion to accept the Secretary's report.
- f. Motion: David Shold  
2<sup>nd</sup>: Clark Thompson  
Approved

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

- a. Shane passed out copies of several reports including the Cash Flow Report 2014-2015, the Itemized Category Report 2014-2015 and Cash Balances at End of Year 2014-2015. The report indicates we had more cash going out than coming in.
- b. Items contributing to the cash flow during 2014 include
  - i. Lot sales are about the same
  - ii. Increased donations
  - iii. Mowing was about double from the previous year.
- c. Cash Balances at End of Year 2014-2015.
- d. Shane did not bring along the list of donors. He can provide it if necessary.
- e. Deanne asked a question about the unpaid burial from 2013-2014. Did we ever get payment from the Meyer family for the outstanding unpaid burial fee? This was the burial that the family took care of the burial themselves. The funeral home they used was not involved with the burial and never collected a burial fee from the family? Shane sent an invoice to the family and has discussed the issue with them, but they had not paid as of our last annual meeting. Shane said the burial remains unpaid. Deanne reported that the mother (Gail Meyer) has recently passed away, so there will be no means for payment from her.
- f. Shane submitted binders with reports for each year.
- g. Kelly made a motion to accept the Treasurer's Report.
- h. Motion: Kelly Popp  
2<sup>nd</sup>: Jerry  
Approved

#### **VII. Old Business**

- a. Summary of last year's activities
  - i. Mowing was performed on a much more frequent basis due to the weather conditions last summer. Since there was more rain mowing was performed throughout the summer.
  - ii. Herbicide was applied as requested.
  - iii. Tree planting
    - 1. Several flowering crab trees were planted in the new Section E. The Poppo donated two additional flowering crabs which were also planted in Section E. A new evergreen and flanking shrubs were planted in the NE corner, where the storm damaged tree was taken down. Jerry is continuing to work toward removing all of the cedar trees along E18. They are creating a visibility hazard and encroaching on the grave sites at the north end of the grounds.
  - iv. The remaining gravel drive was paved with asphalt last year and is looking nice with the avenue of flags.
  - v. Asphalt crack-sealing was also performed on the remaining paved drives. The sealing will not last long and we will need to consider resurfacing as a future project.
- b. Section markers are hard to see. They need cleaned off and maybe even raised.
- c. We previously discussed old foundations in the cemetery that may need removed. Some of these foundations were removed, but there are others that may need to be addressed, and they will be as issues come up. Denny is to let the board know when repairs are needed and we'll address it at that time. Were any such removals/repairs done? Jerry was going to assist with any necessary removals. Some of these foundations were removed, but there are others that may need to be addressed, and they will be as issues come up.
- d. The pipe and chain gate across the grass drive in Section C has been removed.
- e. The cemetery building is still in need of repair. Some repairs to the door have been done, but it is still leaking and the threshold and seals are coming loose. Denny was going to see if he has any siding that will work to replace the damaged siding. And if not he was going to purchase and replace the broken pieces. This work still needs to be done.

- f. We have had one sale in the new Section E and since the flowering crabs have now been planted we may have more people interested in the new area. It's looking much more appealing now.
- g. The safe is still at Gene and Jill Grimsley's. We need to decide what to do with this. Galen suggested moving to a place where we can at least see it and sell it if necessary. Galen contacted Jill about the safe to see if they have any interest in it. The Grimsleys offered to buy it. We have been insuring the safe which is a John Deere gun safe D23. We paid \$1,037 for the safe when it was new. A similar safe currently sells for \$1,449. Another similar safe sells for \$1,200. Clark suggested finding market price for this safe and offering the price to Grimsleys. Jerry suggested getting more than one bid. Jerry also suggested getting dimensions and pictures of the safe to show potential bidders. Galen said he would talk to the city or library to see if they have any interest in it. Denny asked if we could list it for sale on Craigslist. Kelly asked if we could consider offering it to Grimsleys at half price and if they decline then move forward with a contingency plan to sell it by other means. Clark will look into it by June. If Grimsleys are interested and will pay \$600 they can keep it. If not we'll proceed otherwise.
- h. Shane made a motion to move ahead with selling the safe to Grimsleys if they are interested.
- i. Motion: Shane Hall  
2<sup>nd</sup>: Jerry Christian  
Approved

### **VIII. New Business**

- a. Future plans
  - i. Kelly reported he's been looking into Cleveland or Chanticleer pear tree varieties that are more vertical and bloom white in the spring. The plan is to replace every other cedar tree along E18 with a flowering pear tree. Kelly checked at Lowe's and they offer a 10% discount to non-profits. Prices range from \$30-\$50 and Lowe's has them in stock this spring. Kelly asked Lowe's what they need to proceed and they told him to just bring in a piece of letterhead from the association as verification. As proposed, we would need 8-12 trees depending on how they lay out along the highway.
  - ii. Jerry asked if we could start by purchasing and planting 3 or 4 pear trees this year. Deanne mentioned that if we want the trees to be the same size we should not wait too long in between plantings.
  - iii. Clark asked about Ash trees that will eventually need to be removed or treated. If there is a tree(s) that we want to keep we should look at treating it/them. Jerry recommended we wait to see which ones pull through and address the needs then.
  - iv. Jerry brought up that our annual letter should still include donations about trees. This is already included in the letter.
  - v. Denny mentioned that there is a tree along the west fence line that hangs over the fence above the cemetery property that needs addressed. Denny should trim the tree as necessary so that he can mow and trim in the area.
  - vi. Denny asked about getting a bunker for dirt storage put up in the southeast corner of the cemetery property (near the dirt pile/garbage dumpster). Jerry reiterated that the pile needs cleaned up. There are rocks and chunks of concrete in the pile. After it's cleaned up we could consider building a bunker.
  - vii. It was suggested that we have multiple piles in the dirt storage area, one for dirt and one for clay. We need to talk to Halls about how they are storing the dirt.
  - viii. Jerry mentioned one grave was filled with clay. That needs to be dug out and replaced with clean topsoil.
  - ix. Galen asked about any other plans we might want to look into such as a kiosk. With the mobile version of the website this may not be necessary. David suggested that we put some information/signage on the building (door) to direct people to the website.
  - x. Jerry mentioned that the Legion added more features for which it will be necessary to mow and trim around. Jerry offered to help with the trimming around these features. Jerry reported that the Legion will continue to work with the cemetery board and that it is important to remember that there is a maintenance issue associated with items placed in the cemetery.

- xi. We need to address the flowers and decorations that get blown around the cemetery. We should consider setting aside a day or two each year to walk the cemetery and clean up. It was suggested that we contact/invite the local churches, youth groups or other groups to help with this.
  - xii. There are a few areas of pavement that needs cold patched. If they're not addressed it's going to get worse. The depressions need to be cut out and replaced at full depth. Galen suggested we ask Manatt's to give an estimate. Kelly remembered someone that gave us a lower bid last year and we didn't have him do any work for us. Galen said he was from Des Moines and probably wouldn't be interested in coming up to Roland for a small patching job. Jerry reported that Manatt's donated concrete to the Legion. Galen will contact Manatt's. We will meet again to go over the estimate and determine whether or not to proceed.
  - xiii. Denny asked if Jerry or the Legion had looked into the possibility of attaching the military flag holders to the base of the headstones. Some bases are stone and not concrete and may crack. Jerry is going to look into other options. Clarke clarified that if the base is concrete there is not issue.
- b. Jerry reported that the Roland Legion's current plans are to expand the flag installation to the east driveway and then to the west driveway.
  - c. The price of lots was briefly discussed and it was determined that no change was needed in the price at this time.
  - d. The group discussed the fee the association charges for locates for the different kinds of burials (full versus cremation). There is not as much room for administration costs when the burial is a cremation. There is also a no fee charged/collected for locating when there is no associated burial, such as for stone placements and sales. There is no difference on the tasks we must do to prepare for a full burial versus a cremation, except for the caretaking.
  - e. The business operation costs compared to funds received have allowed us to keep up, but the larger projects bring that fund down. We may need to consider raising the cost for burials and locates. Shane will look into limitations on the requirements for total dollars in accounts for non-profit organizations.
  - f. Clark suggested setting a new price for full burial at \$200 and \$100 for cremation. Kelly clarified that the cost difference allows for the additional maintenance and caretaking of the grounds versus a cremation.
  - g. It was further suggested that we add a new fee of \$50 for locating for stone placements.
  - h. Kelly called for a motion to change the current rate for administrative fee of a cremation from \$25 to \$100 and to change the administrative fee for a full burial from \$150 to \$200. Any 3<sup>rd</sup> party expenses or fees would still be charged as part of the burial (e.g. the contractor's digging fee).
  - i. Motion Clark Thompson  
2<sup>nd</sup>: Kelly Popp  
Approved
  - j. Shane made a motion to a new add administrative fee for locate services in the amount of \$50.
  - k. Motion: Shane Hall  
2<sup>nd</sup>: Jerry Christian  
Approved
  - l. Shane made a motion to change the locate reimbursement rate from \$20 to \$25.
  - m. Motion: Shane Hall  
2<sup>nd</sup>: Clark Thompson  
Approved
  - n. An action item was created to post the new rates on the website and to contact funeral homes to make them aware of the new prices and to refer them to the website for reference. Deanne will take care of this.
  - o. An action item was added to ask Halls for something in writing as to how they charge weekday verses weekend/holiday rates. Galen will take care of this.
  - p. We can then add "based on date of burial, etc." to the website. The Treasurer will then be able to verify how much we should be receiving for the various types of services.
  - q. Jerry suggested putting a plan together for retrieving unused burial spaces in the older sections. Galen suggested adding something to the annual letter about unused spaces and having the

families contact us if they have some unused spaces or spaces they'd like to sell back or donate to the association. Kelly suggested adding the statement to the website as well. We can also publish something in the newspaper.

- r. There is a \$15 fee for recording deeds. For private transfers we pass that fee along to the persons interested in transferring ownership. For new sales we do not charge a fee.
- s. Funds balance is back to what it was in 2003; however we have had higher expenses this year due to the paving. Income and expenses over the past have been very comparable except for the years where we have had large infrastructure improvements.
- t. The sale price for burial spaces along west fence was discussed. Kelly asked if we want to consider a price break for cremations for the last row. Galen suggested we keep the prices the same.
- u. Deanne made a motion to approve the new business as discussed.
- v. Motion: Deanne Popp  
2<sup>nd</sup>: Jerry Christian  
Approved
- w. Shane Hall submitted his resignation from the board. Gary Carpenter was introduced and expressed an interest in filling the vacancy that Shane's retirement created. Kelly made a motion to accept Shane's resignation and accept Gary Carpenter as a new board member.
- x. Motion: Kelly Popp  
2<sup>nd</sup>: Deanne Popp  
Approved

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

- a. 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 – shared by Gary Carpenter and Jerry Christian
  - v. Historian – Deanne Popp
  - vi. Web/Data Developer – Kelly Popp
- b. A motion to approved the election of officers as noted was made by Clark.
- c. Motion: Clark Thompson  
2<sup>nd</sup>: David Shold  
Approved
- d. The wages for officers was discussed. Galen commented that we typically give a little raise to the positions for the work that they do. Shane reported that in his experience it's a lot of work. Jerry commented that the work that the Pops do with coming out to perform locates in all weathers is deserving of a raise. Galen suggested giving the same raise as last year of 10%.
- e. Galen asked Denny about the caregiver rates. Denny said the rates need changed for mowing/trimming. Galen said a motion was needed to change the caregiver rates from \$515 to \$600 for the majority of the mowing and Section E would remain the same at \$125. Other services would also remain the same at \$25 per hour. Jerry made a motion to accept the wages as outlined.
- f. Motion: Jerry Christian  
2<sup>nd</sup>: David Shold  
Approved

#### **X. Open Discussion**

- a. Bill Waugh commended the group for the way the cemetery appears. He commented on the work that Denny does in caring for the property. When compared to other cemeteries this one is right up at the top. The group expressed their appreciation for his kind words.
- b. Galen reported that David Osheim approached him about honoring his family with a marker. He discussed this with Bob Higgins and Bob thought they could buy an empty lot and put a marker on it. Jerry suggested putting "Roland Cemetery" on the marker along with the family information. Jerry stated that we need to know what their budget is and then we can talk to Nevada Monument about the project. Jerry said he would like to see the marker going someplace where it would be

visible. Others on the board stated that the marker would be best on a family plot, and not as a cemetery sign. We already have a nice stone marker along the highway. We may need to get clarification from the family on what their intention is.

- c. Denny asked if we can put something in the newsletter about the loose items around grave stones asking if they can be removed, such as iron plant/flower hangers. This was in the newsletter last year. We will keep it in the letter.
- d. Galen reported that the insurance cost us \$100 per year covers the safe and the water pump. The water pump was hit last year and we repaired it. Since we are getting rid of the safe Galen asked if we still want to keep the pump covered. The contractors working here have their own liability insurance. We may want to consider getting proof of insurance from our regular contractors and discontinue our own coverage.
- e. The board received a letter from Richard Campney asking whether a cremation burial with his wife (full burial) would be allowed. The board decided that this goes against our bylaws, so we cannot support it. We cannot allow a full and cremation burial to take place in the same burial space. We would allow 2 cremations or suggest another space near the same area. Deanne will research spaces available in the area and send a reply to Mr. Campney.
- f. Bertha (Bert) Stille contacted Galen about spaces available for her sister, Barb, who is not doing well. Neither Barb nor Bert is able to afford paying for a space upfront. Galen explained to Bert that we do have spaces available for paupers and that we could help find her something. Galen passed along the contact to the Poppes. The Poppes met with Bert and she asked about space near her plot with Mike. During their visit, Bert inquired about needing up to 3 spaces in the area. They discussed the current prices on the lots and that the board would be willing to help her find something affordable. She was going to think about it and get back to us. She was concerned about the price and her ability to make payments if she couldn't afford to pay all up front. She inquired about the area in the last row by the west fence. She was asking if we would take into consideration all the contributions to the community that the Stilles have done over the years. Galen indicated that he was not in favor of the installment payments, but would consider a reduced price. Clark said one option would be searching out a donor for the costs. The price for 3 lots is \$750 and it's likely that amount could be raised easily. Kelly suggested we could offer a price for one space/location and give her options of a pauper space or a fill-in space where the cost would be less.
- g. Gary offered that donations should be sought outside of the Roland Cemetery Association. Other attendees at the meeting indicated they would contribute to private groups if asked. Gary will get back with the Poppes when he has collected the necessary funds.

#### **XI. Adjourn**

- a. Deanne made a motion to adjourn the meeting.
- b. Motion: Deanne  
2<sup>nd</sup>: Jerry  
Approved
- c. Galen adjourned the meeting at 12:26 pm.

Minutes submitted by: Deanne Popp, Secretary

Minutes approved by: Galen Stole, President