

## **Antler Cemetery Association, Inc**

Meeting minutes: October 25, 2017

7:00pm Antler Community Center

### **Members present:**

Roger Artz, Janine Artz, Rhonda Michalenko, Brian Jorgensen, Colleen Jorgensen, Marlyce Gilbertson, Glenda Tofteland, Ken Tofteland, Catherine Howery, Sharon Tennyson, Cheryl Flores, Mark Jorgensen, Wendy Haugen

### **Proceedings:**

Meeting called to order at 7:00pm by Mark Jorgensen

Purpose of the meeting was to formally organize a board for the Antler Cemetery Association, Inc. We are organized for the care of the Antler cemeteries. This includes sale of the plots and ongoing maintenance and any other related business that needs to be tended to.

The real estate ownership is as follows:

St. Mary's Catholic Cemetery – Owned by St. Andrew's Church of Westhope

Antler Community Cemetery – Owned by City of Antler

Pioneer Cemetery – Owned by City of Antler (Located northeast of the Memorial Park)

We will have some sort of operating agreement with the land owners that will allow us to collect funds for the cemeteries, sell plots & general maintenance.

Three directors were elected: Roger Artz, Ken Tofteland & Mark Jorgensen. Roger Artz was named President, Ken Tofteland was named Vice President, Mark Jorgensen was named Secretary/Treasurer.

Everyone in attendance agreed that the three directors can make decisions on behalf of the association without having a formal meeting.

It was decided the association will have one meeting per year in the month of October.

We agreed our official newspaper for public notices will be the Westhope Standard.

We agreed that our bank accounts will be at Starion Bank in Bottineau. All of the directors should be on the account and be able to transact business on behalf of the association. Mark will make arrangements to get accounts set up.

The cemetery received a donation of \$700 from St. Andrew's Catholic Church in September. This was sent c/o of Roger Artz. He has the cash in his safe and will deposit the funds as soon as our accounts are set up. Roger stated we'll need to contact St. Andrew's in January of each year to request an annual donation. They may give us around \$400 each year.

Our official address will be that of the secretary/treasurer: 10839 Highway 256 Antler, ND 58711.

We discussed having at least one volunteer cemetery clean-up day per year. The preference of the group was to have it a few weeks before Memorial Day with at least a 6 week notice to the public so people have time to arrange their schedules.

Mark gave a progress report on the creation of our association. Mark met with attorney, Erin Conroy on Monday October 23<sup>rd</sup>. Erin has graciously offered her services at no cost to us. We will only need to pay for filing fees and other costs incurred by Erin. Erin is setting us up as a 501c3. This will mean any donations made to us will be tax deductible. Our official name is Antler Cemetery Association, Inc. Erin stated that we must always use our full name on any paperwork. Our EIN is xx-xxxxxxx. Erin estimates the 501c3 filing fee to be around \$850. The corporation filing fee is around \$40. Erin will bill us for these expenses at a later date.

Wade & Greg Feland have graciously offered to donate a zero-turn mower, a push mower, a trimmer and a garden shed to store these items. The shed will be delivered on October 28<sup>th</sup>.

We will ask Erin Conroy & the Feland's for the actual cost of their donations and we will send them a receipt for their records.

Discussion on where to locate the shed. It was agreed we will give away the old shed at the cemetery and place the new shed in that spot, if possible. Sharon Tennyson would like the old building, if it can be moved. It was agreed that we will give the old building to Sharon.

Mark and Roger will get quotes for insurance on the association's property and possibly liability coverage also.

Discussion on time limits for decorations on graves. Decorations cause more time to mow & trim the cemetery. This results in additional labor and expense. It's a common practice at other cemeteries to place a time limit on decorations. We agreed that we will allow decorations to be placed two weeks before Memorial Day and the decorations must be removed two weeks after Memorial Day. Decorations not removed on time will be disposed of. Mark will check on policies at other cemeteries and he will also look into getting a sign to place at the cemetery so the public is aware of the new rule. There are special decorations for the Rebekahs & Veterans that Sharon has been placing. Sharon has been leaving the Veteran's flag holders up year around but some are getting damaged. It was agreed the same rules will apply to these special decorations. It was further agreed these special decorations can be stored in our new shed.

Discussion on overgrown and damaged trees. It was agreed we will remove all of the caragana trees and any other damaged/nuisance trees. The Feland brothers offered to donate some evergreen trees, which we will gladly accept. The Feland's also indicated

they would be willing to donate labor & equipment to tear out trees. We don't want the caragana trees to grow back. We'll look to plant more decorative trees.

We need to make the public aware of our new association. We will place notices in the Westhope Standard, Renville County Farmer & Bottineau Courant. Mark will make a page on AntlerND.com for the cemetery.

Mark will contact SRT to ask about getting the email address of [AntlerCemetery@srt.com](mailto:AntlerCemetery@srt.com).

We received a recommendation from attorney, Erin Conroy that we start up a small fundraiser soon. We will probably use the website youcaring.com, which was recommended by Erin. Our first fundraising goal will be \$2500. Our use for these funds will be to pay organizational costs and purchase trees. We discussed the importance of sharing this campaign on social media. This campaign will also be the base for a future donor list. Mark will set up this online donation fund after the accounts have been opened at Starion Bank.

Sharon Tennyson turned over the cemetery safe with cemetery records to Mark Jorgensen. Sharon has not located the cemetery book yet but will get it to Roger Artz as soon as possible. Mark's goal is to get the cemetery records online at AntlerND.com at some point in the future.

We discussed the existing signage at the cemetery. The signs will stay in place for the time being. We may move the new directory sign to the center of the cemetery in the future. Mark will look into getting laminated maps & directories to place in the directory sign. The existing map is faded.

Mark discussed his visit with Harlan Christianson, manager of the Mohall Cemetery. Harlan has offered his help and said he would even come to meet with us, if needed. The Mohall Cemetery charges \$100 per plot. They also charge a \$150 perpetual maintenance fee to anyone that is not a resident of the area (because they most likely aren't paying property taxes). We agreed to charge the same fees. Harlan said Mohall Cemetery is getting 2 mils from the City of Mohall and a couple of townships. Cathy Howery will ask Antler Township to add 2 mils for maintenance of the Antler Cemeteries.

**Assessment of the meeting:** All in attendance seemed pleased with the progress of our association in the short time we've been working on this. Our first group effort was attending the Antler City Council meeting on September 4, 2017. This was spearheaded by Wendy Haugen. We've all been disappointed with the lack of care and deteriorating conditions at the Antler Cemetery over the past several years. We are confident we will have the support of the community for years to come and the physical and financial condition of the cemetery will be much improved because of our efforts.

Meeting adjourned at 8:20

Minutes submitted by Mark Jorgensen, Secretary/Treasurer