

Cemetery Board Meeting
November 13, 2024
Minutes

Attendance: Marilyn Pearson, Mary Jean Raab, Mary Friend, Jamie Dylenski, Susan Irwin and Shannon O'Reilly
Also in Attendance: Brad Bouchie, Cemetery Sexton

The meeting was called to order at 9:35 am

Jamie led us in this morning's devotion with a reading about Ruth from a UCC daily devotional

Brad's update:

- Jamie asked if Brad could put the new sign with the QR code on the door? It could be glued to the door, or it could be affixed to the post that currently has the brochure box, and Jamie can order another post to put the brochure box on. The Board decided that it will go on the post and the brochure box will be moved.
- The front water has been turned off for the winter, and Brad still needs to blow out the back water spickets
- Brad has not received the bill for the roundup that should be around \$450. The roundup was sprayed on Nov 1st. A & H Lawn Service in Saline has quoted \$3265.00 for seed and straw to plant in the natural burial area. Rhino seed can provide the seed, and they are in Brighton. Wendy said we needed to put down twice as much seed in this start up period. Rhino Seed – Low grow low profile mix seed would be \$559.52 to cover 1/3 of an acre twice. They don't have it in inventory currently, but they are checking to see how soon they can get it. Jamie Dylenski made a motion to spend up to \$2,000 for the seed, straw and laying of both. The motion passed unanimously.
- Brad's bill for the tree planting will be around 600.00, the tree guards are around \$237.00, and the mulch will be around \$200.00. Brad will submit a bill for these expenses.
- The headstone for Linda Larson is being made.
- Shannon asked Brad if he had a phone number for the contact for Cheryl Pailthorpe's interment. The check for the interment has been returned by the bank. Brad found a phone number for Cheryl's son, Kevin Cornell and Shannon will reach out to him to get a replacement check.
- Shannon gave Brad copies of the sales and burial price lists for 2024 that showed prices if paid by cash and prices if paid by credit card
- Brad asked how far back we need to go to cover any repairs/replacements of foundations. Brad has been here since 2016. Someone asked about repairs to a foundation that was laid in 2013. Who is responsible for this cost? We will talk about this at the working session in December.

Tabled from September and October Meetings:

We will discuss these at our December working session

- Next steps on BLOCK #18, natural burials and email from Mary Jean on 10/16/24
- Jamie suggested we talk to Nie Funeral Home as they are advertising that they do natural burials. Can we make up a list of other funeral homes in the area that we can reach out to? Muehligs has told Mary Jean that they also get requests for these types of burials.

Approval of October 9, 2024 Minutes: Susan Irwin made a motion to accept the minutes as corrected and it passed unanimously.

Approval of October 2024 Financials:

- On the financial report for October, it shows zero memorial garden burials but there was one in September. Shannon will correct the report.
- Mary Jean & Mary Friend met with Gwen who gave us a one page from a document that shows the distribution percentages for the Barbara Cope Estate. Mary Jean asked if we could get the full document, but Gwen said she needed to check with Pastor Dawn first.
- Last month we discussed our investments and at that time Jamie thought we should wait until after the election to make any changes on when to change the investment risk profile. At today's meeting, Jamie recommended we leave our investments as is until we see what the Fed does. This was agreed by consensus
- Mary Jean had given us copies of minutes from 1984 and 1985 so see what kinds of issues the cemetery was dealing with at that time. Susan pointed out that on the July 18, 1985 minutes, it reads *"On and after this date, July 18, 1985, all transfer of ownership by private individuals of burial rights in Bethlehem Cemetery shall be subject to a fee equal to 15% of the then current selling price of burial rights"* and then said *"This fee shall be added to the Perpetual Care Fund"*. Sometime over the years, the fee reverted to \$100.00 per transaction and it is now listed as 10% of the current selling price of burial rights. We also are no longer transferring funds from a deed transfer to the Perpetual Care Fund. All funds collected on deed transfers are kept the cemetery general checking account.
- Marilyn Pearson moved to approve the financials, and the motion passed unanimously.

The land survey has been completed and a sealed report has been sent to Mary Jean from Mark Vander Veen of Midwestern Consulting. The invoice has been sent to Shannon for payment.

Website and Block Signage Update:

- The database is being held up until we decide if we want to see the owner of a plot in searches. Initially we were not going to show the owner, but after discussions we thought that the owner should be available in the search. The Board agreed by consensus that the owner's name should come up on all searches.
- The block signage was approved last month, but a question has been raised. Do we want to add the name of property donor? The consensus of the Board was no. Brad will install the posts and attach the signs.

Jamie asked for approval to reach out to Steve Darr and Michelle Loukotka to find out what the insurance policy covers for the cemetery. She also asked if she could reach out to other insurance companies to see what kind of coverage is out there for cemeteries. The Board agreed to these requests by consensus.

Other Business:

- Brad was asked if we had enough salt for this year or if we needed to get more. He said we have about a half of a pallet left and this should get us through the winter.
- The Avery Propane tank rental bill will be coming. This bill is only for the tank rental that they charge once a year in November.
- Brad was asked to please turn in his foundation list for 2024. Brad will get us this list which will also include 2023.
- 2025 Price list review needs to start soon to make any necessary changes and get them to the funeral homes by the first of the year.
- The December Visitor article is due the 15th and blurbs for weekly bulletins should be written up and turned in. Mary Jean will write the Visitor article about donations to the cemetery.
- Notice for end of month - holiday decorations can be put out starting November 1, 2024

The meeting was adjourned at 11:30 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 11/19/2024

Present: Steve Darr, Ron Dechert, Gwen Mayes
Invited Guests: John Irwin, Michelle Loukotka
Absent: Randy Schneider, Dani Webb, Jim Rowan LC,
Advisors: Jim Stadel, Bob Loukotka

Call to Order: 3:25 pm.
Minutes of 10/12/2024 were approved as printed.

Financials

- a. Maintenance & Repair is at the appropriate level. Emergency Repairs is overbudget following installation of new boiler valves; this will be evaluated against the total budget during the remainder of the fiscal year
- b. Unbudgeted funds: All of these accounts are fully funded at this time: Feldkamp Trust, Property Improvement, Heating/Cooling and the McKay Trust.

BUILDING MANAGER:

- a. All of the new parking signs have been installed.
- b. Bill fixed the fence along Fifth Avenue.

OLD BUSINESS:

- a. The window on the west wall of the FH has been repaired.
- b. The handrail across from the Library has been fixed.
- c. The insurance contract with Church Mutual auto renewed.

NEW BUSINESS:

- a. The steam trap on the boiler was replaced.
- b. Renaissance Organ has kept the organ functioning over the last 5-6 years with temporary fixes. At this time they have recommended replacing circuit board(s) that are outdated and were possibly affected by an electrical surge prior to the problems occurring. The cost would be approximately \$25,000.00 and would need congregational approval. We will request a quote. They also strongly suggest installing lightning strike protection.
- c. Guardian Lightning Protection has provided a quote of \$29,250.00 to install protection for the entire building. This also requires congregational approval.
- d. The sump pump in the boiler room is not working properly. Hutzel Plumbing is preparing a quote to replace it and to replace the discharge line to the sewer stack which is badly degraded.

PARSONAGES:

ESSENTIAL MAINTENANCE TASK LIST

- a. Bill—continue to drain boiler and blow-down pipe through April
- b. Bill—turn on heating tape if not already done
- c. Team—monitor drain on flat roof through the fall

The meeting adjourned at 4:15 pm.

NEXT MEETING: Tuesday, 12/17/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka