

ST. JOSEPH'S PASTORAL COUNCIL MEETING
February 2, 2015

Call to Order: Nancy Roske called the meeting to order at 7:30 PM.

Members present: Fr. Ron Dockendorf, Nancy Roske, Joe Arnzen, Ermina Blaeser, Marc Brinkman, Thom Muellner, Joanne Pohlman

Members not present – Linda Gohman, Jonelle Kirchner, Jean Smoley, Gene Waldorf, Bob Zollar

Guests: Chico Hellman, Julie Berscheit

Opening Prayer - The Parish Pastoral Council Prayer was read by all.

Agenda - A motion was made to accept the agenda as amended.

Motion Ermina Blaeser 2nd by Marc Brinkman The Motion carried.

Minutes: - A motion was made to accept the minutes of December 1, 2014

Motion - Joe Arnzen 2nd Thom Mueller The motion carried.

Reports:

Faith Formation – Joanne - The next Faith Formation meeting will be in April. The new members are Joyce Brinkman, Nancy Ahrens and Rachael VonWahlde. A representative will be here at that time. It is Joanne's last meeting. The committee is recommending 3 year terms. Classes are currently every other week. A grant allowed them to purchase an I-pad.

Christian Women Jean Smoley – No Report

Finance Committee – Julie Berscheit

Statement of Activities

- a. Sale of Lots (#4000) and Perpetual Care (#4001)

In the past we have had questions on why these columns are always at \$0.00 – These are kept track of in a separate Cemetery Fund – not allocated within this accounting program.

- b. Ins. Supp (# 51091) new entry since last statement

This is the new benefit given to our employees whose insurance (provided through the Diocese) was recently discontinued.

- c. Fuel (#5117) –

This amount appears to be increased significantly, however it is due to a change in payment – we used to prepay earlier in the year and now pay per month.

Actual Balances – Will be reported at next meeting.

Areas of Concern –Adult Ordinary Income down \$7000 on the ½ year (income from envelopes)
Loose Collection Income down \$3500 on the ½ year
Expenses – up approx. \$14,000

On the Statement expenses are up \$110,000 – but this is due to the major landscaping project we did this past summer (#5203) for \$96,024.00 - that is why I noted it as approx. \$14,000.00

Maintenance Update - It has been a quiet winter. Salt is being used for the icy sidewalks

Unfinished Business/Updates

Pastoral Council Liaison- Thom Mueller

1. How can we make the Annual Diocesan Appeal more successful?
2. Bankruptcy – Our Diocese will not be contributing to the Mpls/St. Paul situation.
3. Bishop Kettler would like a copy of the council minutes.
4. Bishop Kettler asked: How are you using the Vibrancy Tool information.

Cemetery Update – Julie/Nancy

Old Business: *(Items requested by Parish council)*

1. Clarify Recorded Deed at Todd Co.
 - a. All records are now up to date
 - b. Map from GIS Department
 - c. Stakes place (Hot Pink markers) on site at cemetery
 - d. 5 acres goes along Hwy 28 - into Richard Pohlman's windbreak
A motion was made to leave the 5 acres as existing GIS.
Motion – Marc Brinkman 2nd – Ermina Blaeser The motion carried.
2. Clarify Hwy to cemetery set back
 - a. There is no mandated set back with state or county
 - b. Committee recommendation maintain minimum of 50 ft. from center of hwy. – keeping any lots encroaching on this set back (Alma Marty is only one)
A motion was made to maintain a minimum of 50 feet from center of the highway.
Motion - Thom Mueller 2nd Joe Arnzen The motion carried.
3. Check on Ribbons/Headstones at Cemetery – identify any issues
 - a. 18 physical changes needed (*headstone/footstones incorrectly placed*)
 - b. 31 mapping errors (*name spellings/missing death dates ect..*)
 - c. 9 Lots need to be probed (*clarify which lots people are buried – map and headstone placement information are not in agreement*)

- d. 5 Items to confirm with office records.
- e. **** Copies available of Parish Council review if requested****

New Business: (Recommendations from the committee to Parish Council)

- 1. Establish Set Back from Hwy to cemetery
- 2. Headstone/Footstone issues
 - a. Footstones placed on ribbons – not esthetic – uneven on bottom
 - Committee recommends placing footstones back as footstones

A motion was made to place the footstone back as footstones.

Motion - Ermina Blaeser 2nd Marc Brinkman The motion carried.
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- b. Identify who will be responsible for overseeing corrections.
- c. Who is responsible for cost of corrections?
 - Committee recommends not pay for map corrections
 - Committee recommends not pay for repositioning stones

- 3. Recommendations in moving forward
 - a. Record keeping concerns
 - Larry Kerzman currently keeps maps
 - No longer able to print large maps (Printer broke)
 - Possibly Utilize Cemetery Updating Service
 - 1. See attached information
 - 2. St. Paul’s Cemetery, S.C. has used them for 20+ years
 - 3. Book will be available for viewing at meeting
 - 4. Proposal/ Estimate will be ready for Feb. 2 meeting
 - b. Cemetery Superintendant Job Description
 - Finance Council/Trustees were asked to put this together
 - Cemetery committee has acquired much insight to this
 - Willing to take on creation of this Job Description if ok’d by Parish Council.
 - A motion was made for the cemetery committee to create the Job Description.

Motion - Joe Arnzen 2nd Thom Mueller The motion carried.
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- c. Cemetery Policy
 - Previous Cemetery Committee was charged with re-writing policy
 - Recommend moving forward with this at this time
 - Current committee willing to take this on – if OK’d by Parish Council

A recommendation was for Julie and Nancy to continue on the Cemetery Committee.

The cemetery committee did a great job

Parishioner vs. Non-Parishioner –Nancy asked the council to think about the description. It will be defined at a future meeting.

Parish Vibrancy Tool - Gene and Bernie will be giving information in the Spring as part of Faith Formation.

Parish Hall Schedule The schedule is in the parish office. Suggestion: put the schedule on the website.

New Business

Fish Fry – Bob Zollar will chair.

Auction/Dinner Fundraiser – Location: Legion at Melrose. Thom & Paula Mueller are chairing the event.

Julie suggested serving a free glass of wine at the event.

Pictorial Directory – looking for a chair person.. Marc will contact Cindy to put a request in the bulletin.

Wakes – There have been concerns regarding having the wake in the chapel vs. in the church because of the smaller space in the chapel.

A motion was made to leave it up to the family discretion as to where the wake is held.

Motion - Marc Brinkman 2nd Thom Mueller The motion carried.

Pastor Comments:

The KC 's are planning a 9 month Novena on Family Life.

Adjournment - Adjourned at 9:20 PM. Next Meeting Date: Monday, April 6, 2015

Unapproved minutes submitted by Marilyn Blommel