

CITY OF HIGHLAND
CEMETERY BOARD OF MANAGERS
Minutes– 4:00 pm Wed, January 24, 2018

The meeting of the Cemetery Board of Managers was called to order at 4:10 P.M. on Wednesday January 24, 2018 at the City of Highland City Hall conference room in Highland, Illinois by Stephen Thiems

PRESENT: Stephen Thiems (President), Cliff Couch (Treasurer), Brad Koehnemann (Cemetery Supervisor), and Kelly Korte (Director of Finance)

A) The Minutes of the October 25, 2017 meeting were reviewed and approved with a motion by Cliff that was seconded by Stephen. Motion carried.

B) Review Finances: The List of Investments as of December 31, 2017 was distributed. The finance report was accepted by all members in attendance.

C) Unfinished Business:

Cemetery Update –Brad reported on burials for 2017 YTD (54). He also noted that he has been pruning trees and that the Street/Alley Department will grade the ground at the Cemetery entrance and will also remove a section of the farm field out. It was also reported that Stephen has been painting the inside of the Shed and that Brad has a part time worker updating a spreadsheet with owner/burials information.

Software Update for Cemetery Records- It was reported that the software has been selected but a firm quote cannot be determined until the software company receives the data. The data will require some manipulation that we will be requesting a quote to complete.

D) New Business:

Set 2018 Meeting Dates- It was decided following a motion by Cliff that was seconded by Dennis to set the 2018 meeting dates as follows: January 24, 2018, April 25, 2018, July 25, 2018, and October 24, 2018. Motion carried.

E) Next Meeting: Next Meeting Date – April 25, 2018 at 4 pm at City Hall, Highland, Illinois.

F) Adjournment: Meeting was adjourned at 4:35 pm following a motion by Cliff that was seconded by Stephen.

Respectfully submitted
Dennis Rinderer, Secretary