

**CITY OF HIGHLAND**  
**CEMETERY BOARD OF MANAGERS**  
**Minutes– 4:00 pm Wed, April 25, 2018**

The meeting of the Cemetery Board of Managers was called to order at 4:00 P.M. on Wednesday April 25, 2018 at the City of Highland City Hall conference room in Highland, Illinois by Cliff Couch

PRESENT: Cliff Couch (Treasurer), Dennis Rinderer (Secretary), Brad Koehnemann (Cemetery Supervisor), Mark Latham (City Manager) and Kelly Korte (Director of Finance) and one Citizen

**A) The Minutes** of the January 24, 2018 meeting were reviewed and approved with a motion by Dennis that was seconded by Cliff. Motion carried.

**B) Review Finances:** The List of Investments as of March 31, 2018 was distributed. The finance report was accepted by all members in attendance.

**C) Unfinished Business:**

Cemetery Update –Brad reported on burials for 2018 YTD (15). He also reported that he has hired a new part time employee and also has Fred Donini helping with the maintenance of the cemetery grounds. The crews are getting ready to start mowing more and will also begin working on headstones again soon. Cliff questioned how to handle a family’s request to have certain foundations repaired and Brad suggested having them contact Lager monument for their assistance. Mark questioned the fees earned from the sale of lots and it was reported that a lot of the burials have purchase the grave spaces at an earlier date. Brad mentioned reviewing the fees charged for grave opening fees lot sales.

Software Update for Cemetery Records- Mark L reported that there is no update at this time available for this agenda item.

**D) New Business:**

Repayment of Borrowed Funds for Cemetery Land- Motion made by Cliff, seconded by Dennis to repay \$7,500 of borrowed funds. Motion carried.

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

**F) Adjournment:** Meeting was adjourned at 4:18 pm following a motion by Dennis that was seconded by Cliff.

Respectfully submitted  
Dennis Rinderer, Secretary