

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

The meeting of the Cemetery Board of Managers was called to order at 3:58 P.M. on Wednesday October 24, 2018 at the City of Highland City Hall conference room in Highland, Illinois by Stephen Thiems.

PRESENT: Dennis Rinderer (Secretary), Brad Koehnemann (Cemetery Supervisor), Kelly Korte (Director of Finance), Stephen Thiems (President), Mark Rosen (Parks and Recreation Director)

**A) The Minutes** of the July 25, 2018 meeting were reviewed and approved with a motion by Dennis that was seconded by Stephen. Motion carried.

**B) Review Finances**: The List of Investments as of September 30, 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 (45) and that he is waiting for approval from Don Weder to remove a tree. It was noted that Mark L will be requesting this permission. Cemetery staff is still working on footings and removing low hanging tree branches on the property. Brad informed the Board that Roland Harris has requested the ability to move some grave spaces from a different Cemetery to the City Cemetery in block 20. The Board agreed that this will not be allowed and instructed Brad K to contact Roland regarding this decision.

**Software Update for Cemetery Records** – No update from Lana, only update from Brad K that he has developed a database that is helping his staff for the current time.

**Fee Increases**-Motion made to increase all cemetery charges by \$50 effective 1/1/19 by Dennis that was seconded by Stephen. This information will be presented to the City Council in an upcoming meeting by Kelly.

**D) New Business:**

**Set 2019 Board Meeting Dates-**. The board meeting dates for 2019 were set as 1/23/19, 4/24/19, 7/24/19 and 10/23/19 following a motion by Dennis seconded by Stephen.

**Tree Removal Request**-It was decided that Stephen will mail a letter to Betty Plocher to inform her that we will not be removing the tree mentioned in her request at this time based on expert opinion.

**Security Camera at City Entrance**-It was decided to have Brad K contact Angela Imming (Director of Technology and Innovation) about the possibility of adding security cameras to the Cemetery Entrance.

**E) Next Meeting:** Next Meeting Date – January 23, 2019 at 4 pm at City Hall, Highland, Illinois.

**F) Adjournment:** Meeting was adjourned at 4:50 pm following a motion by Dennis that was seconded by Stephen.

Respectfully submitted  
Dennis Rinderer, Secretary