

CITY OF HIGHLAND
CEMETERY BOARD OF MANAGERS
Minutes– 4:00 pm Wed, January 23, 2019

The meeting of the Cemetery Board of Managers was called to order at 3:58 P.M. on Wednesday January 23, 2019 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), Cliff Couch (Treasurer), and Mark Latham (City Manager)

A) The Minutes of the October 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 December 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 (54). The request from Roland Harris to move some grave spaces from a different Cemetery to the City Cemetery in block 20 was not discussed because Mr. Harris was not in attendance. Brad reported that staff has been cleaning up trees on the new property and some have been removed. Mark L discussed some entrance improvements that will be completed with the City Street department staff and asked Brad to contact Clint Conrad (Street and Alley Supervisor) to estimate the cost to concrete the cemetery roadways.

Software Update for Cemetery Records – No update from Lana, only update from Mark L that an additional staff member should soon be available to assist with the conversion.

Security Camera at Cemetery Entrance-Brad reported that he had discussed the installation of a camera but no access lines are available at this time. He is considering adding signs similar to ones on the shed to deter any undesired activity.

D) New Business:

Repayment of Funds for Land Purchase- .Motion made by Stephen, seconded by Dennis to approve repayment of funds owed to the City for a prior land purchase in the amount of \$7,500.

E) Next Meeting: Next Meeting Date – April 24, 2019 at 4 pm at City Hall, Highland, Illinois.

F) Adjournment: Meeting was adjourned at 4:17 pm following a motion by Dennis that was seconded by Cliff.

Respectfully submitted
Dennis Rinderer, Secretary