

CITY OF HIGHLAND
CEMETERY BOARD OF MANAGERS
Minutes– 4:00 pm Wed, October 28, 2020

The meeting of the Cemetery Board of Managers was called to order at 4:00 P.M. on Wednesday October 28, 2020 at the City of Highland City Hall conference room in Highland, Illinois by Stephen Thiems.

PRESENT: Brad Koehnemann (Cemetery Supervisor), Kelly Korte (Director of Finance), Stephen Thiems (President), and Cliff Couch (Treasurer). Dennis Rinderer (Secretary) arrived at 4:10pm.

A) The Minutes of the July 22, 2020 meeting were reviewed and approved with a motion by Stephen that was seconded by Cliff. Motion carried.

B) Review Finances: The List of Investments as of September 30, 2020 was distributed. The finance report was accepted by all members in attendance.

C) Unfinished Business:

Cemetery Update –It was reported that the first phase of the road improvements are completed and that the City saved substantial funds in completing the work in house. 70 headstones have been repaired this year and Brad will be removing a dead tree in Block 9. It was also reported that there have been 31 burials year to date. Stephen asked about ribbons of concrete to be set up for future grave spaces with the headstones placed on the ribbons of concrete. This would reduce the need to pour footings and help with maintenance by eliminating the need for grass removal and upkeep between the headstones. This possible layout will be discussed in further detail along with the layout of future spaces in Block 21 at a future meeting. Discussion was held concerning items left behind on grave spaces. It was noted that letters were sent and the items will be removed per Cemetery policy if they remain.

Software Update for Cemetery Records –No update provided at this meeting

Road Improvements- See notes above under Cemetery update and in addition it was reported that between \$12,000 and \$15,000 has been expended so far on the project. Work will continue and further updates will be provided at future meetings.

Raeber Property Improvements-It was reported that work has continued on the berm.

D) New Business:

Set Meeting Dates for 2021-The meeting dates were set for 2021 as follows: January 27, 2021, April 28, 2021, July 28, 2021 and October 27, 2021.

Repayment of Funds for Land Purchase- Following a motion made by Stephen, that was seconded by Cliff it was approved to repay \$7,500 to the City Reserves for funds borrowed for the land purchase for future expansion.

E) Next Meeting: Next Meeting Date – January 27, 2021 at 4 pm at City Hall, Highland,

Illinois.

F) Adjournment: Meeting was adjourned at 4:20 pm following a motion by Dennis that was seconded by Stephen.

Respectfully submitted
Kelly Korte on behalf of
Dennis Rinderer, Secretary