

**CITY OF HIGHLAND  
CEMETERY BOARD OF MANAGERS  
Minutes– 4:00 pm Wed, October 6, 2021**

The special meeting of the Cemetery Board of Managers was called to order at 4:05 P.M. on Wednesday October 6, 2021 by Stephen Thiems.

PRESENT: Brad Koehnemann (Cemetery Supervisor), Kelly Korte (Director of Finance), Mark Rosen (Director of Parks and Recreation), Lana Hediger (Executive Assistant/Deputy City Clerk), Angela Imming (Director of Technology and Innovation), George Stram (Electric Supv/SCADA,CADD), Stephen Thiems (President), Ben Eberwein (Secretary) and Cliff Couch (Treasurer).

**Public Forum** no public forum comments were received nor were any members of the public in attendance.

**B) Report:**

Cemetery Records Software Review/Comparison- The process used to select the cemetery records software was explained by Angela. Based on the process, it was recommended to proceed with Pontem software. It was noted that the Pontem quote does not include professional services and that they would not exceed \$50,000. The quote also does not indicate a time frame for implementation. An initial \$1,000 payment made will provide more information for implementation costs and timing.

**C) Unfinished Business:**

Ratify Purchase of Pontem Software for Cemetery Records –Motion made by Cliff, seconded by Ben to proceed with the purchase of Pontem Software. Motion passed following a roll call vote with all in favor.

**E) Next Meeting:** Next Meeting Date – October 27, 2021 at 4 pm at City Hall, Highland, Illinois.

**F) Adjournment:** Meeting was adjourned at 4:35 pm following a motion by Ben that was seconded by Cliff and approved via roll call vote with all in favor.

Respectfully submitted

Ben Eberwein, Secretary