

**CITY OF HIGHLAND**  
**CEMETERY BOARD OF MANAGERS**  
**Minutes– 4:00 pm Wed, October 26, 2022**

The meeting of the Cemetery Board of Managers was called to order at 4:05 P.M. on Wednesday October 26, 2022 by Steve Thiems.

PRESENT: Brad Koehnemann (Cemetery Supervisor), Reanna Ohren (Director of Finance), Mark Rosen (Director of Parks & Rec.) Steve Thiems (Chair) Ben Eberwein (Secretary) and Cliff Couch (Treasurer).

A) **The Minutes** of the July 27, 2022 meeting were reviewed and approved.

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

**B) Review Finances:** The List of Investments were reviewed. A motion was made to approve a repayment to the city for land purchase in the amount of \$7,500.00. The finance report was approved.

**C) Unfinished Business:**

**Pontem Software** – Director Rosen reported that there will be a demonstration at the next meeting.

**Cemetery Update** – Brad K. has had 48 burials to-date with half (24) being cremations.

Staff has begun pruning trees and will continue throughout the winter. Two (2) dead trees were also removed.

One final section of road will be replaced this season yet. Brad reported that this final portion is estimated to come in with a final cost of approximately \$29,000. This is below the budgeted amount of \$30,000.

**D) New Business:**

**Discussion – Maintenance of Field** – Director Rosen said that he was contacted by a local farmer interested in maintaining the field formerly farmed and stated that he would like to plant alfalfa. There was some discussion as to whether to issue a Request for Proposals and charge “rent”. Director Rosen said that it is common to charge per-bale but it depends on whether they make round bales or square bales.

**Recommendation – Field Maintenance** – The board members agreed to enter into an agreement with a land owner based on the final direction of the city’s attorney.

**Approve 2023 Meeting Dates** – Board members agreed to keep the same schedule in 2023 as was done in 2022.

**E) Next Meeting:** Next Meeting Date – January 25, 2023 at 4 pm at City Hall, Highland, Illinois.

**F) Adjournment:** Meeting was adjourned at 4:25 pm.

Respectfully submitted  
Ben Eberwein, Secretary