

CITY OF HIGHLAND
CEMETERY BOARD OF MANAGERS
Minutes– 4:00 pm Wed, January 26, 2023

The meeting of the Cemetery Board of Managers was called to order at 4:05 P.M. on Wednesday January 26, 2023 by Steve Thiems.

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

A) **The Minutes** of the October 26, 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 tabled.

C) Unfinished Business:

Pontem Software – Deputy City Clerk, Lana Hediger provided a review of the new software for the cemetery. She explained the system’s operations and potential for managing purchased and occupied graves. When asked if there was an approximate date as to when it would be usable by the public, Lana stated that there is still a lot of information that needs to be entered and processes to work through.

Cemetery Update – Brad K. reported that he and his staff completed five (5) portions of roadways for less than the budgeted amount of \$30,000. In 2022, 59 total burials were performed with the growing trend of cremations rising: 32 full burials/27 cremations. He also reported that five (5) trees were removed with some additional pruning to end in February. Brad raised the question about cremated remains being charged the same amount as a traditional burial which sparked conversation that seemed to elude to a previous discussion. Director Rosen stated he would revisit his notes/minutes to discuss and get final approval at the April 26, 2023 meeting.

D) New Business:

Discussion – Maintenance of Field – Director Rosen said that the contract with Alan Butler was signed and that Mr. Butler would be beginning this spring with preparing and planting the field in order to harvest it.

E) Next Meeting: Next Meeting Date – April 26, 2023 at 4 pm at the Korte Recreation Center, Highland, Illinois.

F) Adjournment: Meeting was adjourned at 5:00 pm.

Respectfully submitted
Ben Eberwein, Secretary