

CITY OF HIGHLAND
CEMETERY BOARD OF MANAGERS
Minutes– 4:00 pm Wed, January 26, 2011

Jay Boulanger called the meeting of the Cemetery Board of Managers to order at 4:05 P.M. on Wednesday January 26, 2011 at the City of Highland City Hall Conference Room in Highland, Illinois.

PRESENT: Jay Boulanger (President), Jeff Menz, Dennis Rinderer (Sec), Sharon Rusteberg (Dir of Finance), Mark Rosen (Dir of P & R), Brad Koehnemann (Parks & Athletics Mgr), Kelly Korte (Assistant Director of Finance), Mark Latham (City Manager), and Tracey Robinson (City IT)

A) The Minutes of the Oct 27, 2010 meeting were reviewed. The Minutes were approved as presented. (Menz, Rinderer - Approved)

B) Review Finances: The List of Investments as of December 31, 2010 was distributed. (See Attachment). No investments are coming due. (Rinderer, Menz – approved)

C) Old Business:

Cemetery Rules – Brad and Jeff reviewed our current Cemetery rules along with some others. Jay will use due diligence and provide the board with a draft Cemetery Rules which will be reviewed and finalized at the next Cemetery Board meeting in April.

Cemetery Update – Brad Koehnemann provided a listing of burial information for 2010. He has looked into ways to save money. Suggested the City do the cremations themselves. The current contractor charge is \$350 per grave and \$250 per cremation. Also, possible purchase a small track hoe rather than contract the grave openings out for a cost of approximately \$15,000 (including cremations) a year.

Torre Rutz backs up Brad when Brad is not available.

Mark Rosen - Christian Schuepbach will come to a council meeting and ask the City to cover the cost of removal of the lead paint in the Chapel so he may continue his Eagle Scout project of painting the inside of the Chapel.

Website update – Tracey Robinson said he met with George Stram and the website will be able to include GIS – probably in Phase 2 of the website implementation. It will have a similar look as the City's website and the data will be kept current.

Cemetery Entrance – Mark Latham reported that he and the Mayor met with 3 Way Creations and Korte Landscaping (the only two of four companies contacted for assistance). They will

present a plan for the new entrance to the Cemetery that would be easy to maintain and attractive. Mark said the cemetery in New Baden on Rt 161 has a very nice entrance.

D) New Business:

Elect officers at the next meeting.

Noted – the agenda must be posted via Lana to the City website, etc 48 hours before the meeting – suggest having to Lana by Friday before the meeting.

E) Next Meeting:

Next Meeting Date – Wednesday, April 27, 2011 at 4 pm at City Hall, Highland, Illinois.

F) Adjournment:

Motion to adjourn at 4:55 PM (Rinderer, Menz - approved)

Respectfully submitted,

Dennis Rinderer, Secretary