

**City of Highland Cemetery Board of Managers**  
**Meeting Minutes**  
**April 23, 2025 at 4:00 p.m.**  
**City Hall Conference Room**

**Roll Call:**

Bob Luitjohan  
Ben Eberwein  
Susie Martz

**Also Present:**

Brad Koehnemann, Interim Director of Parks & Natural Resources and Cemetery Caretaker  
Lana Hediger, Deputy City Clerk

**Approval of Minutes:** Bob Luitjohan motioned to approve the minutes of the February 26, 2025 Special meeting and Susie Martz seconded. Motion passed.

**Public Forum:** None

**New Business:** Block 21 is open and graves are selling. There are no unsold graves left in Block 20.

**Reports:**

- 1) **Financial Report:** None
- 2) **Cemetery Update:** Brad Koehnemann reported that we have had 19 burials in 2025; and, there are currently three more scheduled for this week. Brad commended his crews, past and present, on 17 Easters with no complaints on the cemetery.

Crews have been busy mowing and weed trimming.

Street & Alley maintenance workers helped finish one more section of road in the cemetery. Five concrete finishers are required to pour a section. Brad will coordinate with them again and may resume road repairs in June.

Brad reported that signage for new cemetery fees will be posted next week. The new fees are effective May 1, 2025.

There was a brief discussion regarding Brad's duties as related to the cemetery...not much will change.

Lana reported that the Pontem software update to add Block 21 was completed in early December. She explained how to access cemetery records from a cell phone.

**Next meeting:** Bob Luitjohan announced that the next meeting date will be July 23, 2025.

**Adjournment:**

At 4:23 p.m. Luitjohan motioned to adjourn and Eberwein seconded. Motion passed.