



# City of Lawton

City Hall  
212 SW 9th Street  
Lawton, OK  
73501  
2nd Floor Conference Room

## Highland Cemetery Board

### Agenda

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Wednesday, February 4, 2026

2:00 PM

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**"Official action can be taken only on items which appear on the agenda. The Commission may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Commission may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Commission may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."**

#### **Meeting Called to Order and Roll Call**

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#### **Reports**

##### 1. Parks and Recreation Staff

Semi-Annual report of the Trustee from July 1, 2025 through December 31, 2025.

Receive an update on the James Pooschke project that was approved at the January 5, 2026, special meeting.

##### 2. Cemetery Board Members

#### **Audience Participation**

Anyone who has an item of business to present to the commission that does not appear on the agenda please come forward.

#### **Unfinished Business**

#### **Business Items**

3. Consider approving the minutes from the November 5, 2025, Regular Meeting
4. Consider approving the minutes from the January 5, 2026, Special Meeting.

5. Consider approving a quote from Holland Supply Inc for \$5,059.51 for 15 new Composite Mats.
6. Consider approving a quote from American Cemetery Supplies, Inc for \$9,519.58 for cemetery supplies.

### **Adjournment**

The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

IN THE DISTRICT COURT OF COMANCHE COUNTY,  
STATE OF OKLAHOMA

STATE OF OKLAHOMA  
Comanche County  
FILED in the  
Office of the Court Clerk

IN RE: THE PERPETUAL CARE ) PT-2010-1  
FUND OF HIGHLAND CEMETERY. ) Case No. 13,366

JAN 13 2026

By \_\_\_\_\_  
Deputy

SEMI-ANNUAL REPORT OF TRUSTEE

Stephen K. Newcombe, Trustee of The Perpetual Care Fund of Highland Cemetery, files herein his accounting for the assets and income of the Fund for the period from July 1<sup>st</sup>, 2025 through December 31<sup>st</sup>, 2025.

RESPECTFULLY SUBMITTED,



STEPHEN K. NEWCOMBE, Trustee

**HIGHLAND CEMETERY**  
 Checking Account #0059 at City National Bank

Beginning balance: \$89,532.99

*Receipts:*

7/31/25	Bank account interest:	\$7.59
9/1/25	Bank account interest:	\$7.82
9/30/25	Bank account interest:	\$7.09
11/2/25	Bank account interest:	\$8.06
11/30/25	Bank account interest:	\$6.85
12/31/25	Bank account interest:	\$7.57
<i>Total:</i>		\$44.98

*Disbursements:*

7/22/25	Sheila Thomas (bookkeeping):	\$350.00
<i>Total:</i>		\$350.00

*Summary of Assets*

Beginning balance:	\$89,532.99
Receipts:	+ <u>\$44.98</u>
	\$89,577.97
Less disbursements	- <u>\$350.00</u>
	\$89,227.97

Current balance of checking account #59 at City National Bank: \$89,227.97

**Item Title:**

Consider approving the minutes from the November 5, 2025, Regular Meeting

**Initiator:** Dylan Dunavin, Administrative Assistant II

**Information Source:** Dylan Dunavin, Administrative Assistant II

**Background:**

Consider approving the minutes from the November 5, 2025, Regular Meeting

**Correlation to the True North Statement:**

**Exhibit:**

**Key Issues:**

**Funding Source:**

**Recommended Action:**

Approve the minutes.

**ATTACHMENTS:**

1. HLC Minutes 11.05.25 Regular Meeting



# City of Lawton

Lawton City Hall  
212 SW 9th Street  
Lawton, OK 73501

## Highland Cemetery Board

### Minutes

Wednesday, November 5, 2025

2:00 PM

2nd Floor Conference Room -  
Lawton City Hall

**"Official action can be taken only on items which appear on the agenda. The Commission may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Commission may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Commission may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."**

### Meeting Called to Order and Roll Call

### Reports

#### 1. Parks and Recreation staff

Donald Kousman reports that Highland Cemetery has had 104 interments, 56 spaces purchased, and 13 charity cremations with 6 more upcoming. The cemetery care fund is at \$26,093.75, the general fund is \$78,281.25, totaling \$104,375.00.

- Kelvin Ingram asks for clarification on charity cremations.
  - DK states that a charity cremation is when nobody claims the body after so long and the county can't contact a next of kin, the body becomes eligible for a charity burial, however they only do cremations now to save the spaces.

#### 2. Cemetery Board Members

Robert Williams and Deuce Gragg both state they have nothing to report.

### Audience Participation

Anyone who has an item of business to present to the commission that does not appear on the

agenda please come forward.

## **Unfinished Business**

## **Business Items**

3. Consider approving the minutes from the August 6, 2025, regular meeting.

Consider approving the minutes from the regular meeting held on August 6th, 2025 regular meeting.

MOTION by Robert Williams; SECOND by Deuce Gragg

AYES: Robert Williams, Gerald "Deuce" Gragg.  
NAYS: None

MOTION CARRIES

4. Consider approving the 2026 Annual Meeting Notice.

Consider approving the 2026 Annual Meeting Notice

MOTION by Deuce Gragg; SECOND by Robert Williams

AYES: Robert Williams, Gerald "Deuce" Gragg.  
NAYS: None

MOTION CARRIES

5. Discuss and take action on the James Pooschke project.

Discuss and take action on the James Pooschke project.

Donald Kousman states that citizen James Pooschke wants to put full-size granite markers on the remaining graves he owns. The concern is the potential for liability on the city in the future when those monuments need to be moved for a burial. Since Mr. Pooschke is absent, as well as Barry Beauchamp, it is best to table the subject until a special meeting can be held, so the citizen can properly present it to all board members.

MOTION TO TABLE by Robert Williams; SECOND by Deuce Gragg

AYES: Robert Williams, Gerald "Deuce" Gragg.  
NAYS: None

MOTION TABLED

### **Adjournment**

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MOTION by Robert Williams; SECOND by Deuce Gragg

AYES: Robert Williams, Gerald "Deuce" Gragg.

NAYS: None

MOTION CARRIES, MEETING ADJOURNED AT 2:08PM

**Item Title:**

Consider approving the minutes from the January 5, 2026, Special Meeting.

**Initiator:** Dylan Dunavin, Administrative Assistant II

**Information Source:** Dylan Dunavin, Administrative Assistant II

**Background:**

Consider approving the minutes from the January 5, 2026, Special Meeting regarding the James Pooschke project.

**Correlation to the True North Statement:**

The Citizen

**Exhibit:**

**Key Issues:**

**Funding Source:**

**Recommended Action:**

Approve the minutes.

**ATTACHMENTS:**

1. HCL 01.05.2026 Special Meeting Minutes



## City of Lawton

### Highland Cemetery Board

City Hall  
212 SW 9th Street  
Lawton, OK  
73501  
2nd Floor Conference Room

### Minutes

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Monday, January 5, 2026

2:00 PM

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**"Official action can be taken only on items which appear on the agenda. The Commission may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Commission may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Commission may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."**

#### Meeting Called to Order and Roll Call

"Official action can be taken only on items which appear on the agenda. The Board may adopt, approve, ratify, deny, defer, recommend, or continue any agenda item. The Board may also propose and enact floor amendments to any matter presented before them. When more information is needed to act on an item, the Board may refer the matter to City Staff. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

**MEMBERS PRESENT:** Barry Beauchamp, Robert Williams, Deuce Gragg

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Larry Parks (Director of CED), Kelvin Ingram (P&R Deputy Director), Donald Kousman (Cemetery Sexton), Dylan Dunavin (Administrative Assistant II).

**OTHERS PRESENT:** James Pooshke

#### Reports

#### Audience Participation

Anyone who has an item of business to present to the commission that does not appear on the agenda please come forward.

## Unfinished Business

### 1. Discuss and take action on the James Pooschke project regarding his plots.

Donald Kousman states he wanted to bring this project idea to the board as quickly as possible to help speed the process along for Mr. James Pooschke.

James Pooschke states that he owns several plots at Highland Cemetery, and after the recent passing of his wife in September 2025, he began discussing the potential of a beautification project with Donald Kousman. Some of the tasks that he wants to complete are within the bylaws of the cemetery, such as cornerstones. He states that he would like approval to plant three Chinese Pistache trees using three plots that he owns that will go unused due to personal circumstances. They are slow growing and easy to maintain. The trees would be planted at Mr. Pooschke's expense.

Additionally, Mr. Pooschke continued to state that he would like approval to place full-length marble slabs on top of six of the plots that he owns. However, he states that there is concern over liability for the City in the future should those slabs need to be moved for burial and/or maintained.

Donald Kousman states that the biggest concern of the slabs is who would be moving them in the future for burials? Would the liability and cost fall onto the estate of Mr. Pooschke should damage occur? Would future employees of the cemetery know how to properly handle the slabs?

Mr. Pooschke states that all costs would fall on him, now and in the future, and he would have it written into his after-life plans that a contractor would do any labor regarding the slabs. He does understand the concern of the City regarding liability.

Deuce Gragg asks Donald if those slabs would interfere with the opening and closing of any surrounding plots?

DK states that he doesn't foresee these slabs interfering with any other plots.

Mr. Pooschke continues to state that due to the plot of his recently buried wife still being fresh, he wouldn't do anything to that plot until the ground has had adequate time to settle.

Kelvin Ingram asks if this would need legal review?

Larry Parks replies that yes it would, so if it is added to a City Council agenda, then it would receive legal review that way also.

Kelvin Ingram asks if the tree roots would be non-invasive?

DK states that yes, the desired trees have non-invasive roots.

Kelvin Ingram asks Mr. Pooschke why he wants to do this project now?  
Mr. Pooschke states that he wants the site to look nice once he is buried.

Kelvin Ingram asks for confirmation that Mr. Pooschke is asking for approval for three trees, granite, marble slabs, and benches?  
Mr. Pooschke confirms.

Donald Kousman asks if other relatives would continue these plans for other plots in the future.

Mr. Pooschke states that he doubts it.

DK states that he typically has dedicated spaces for trees, but the plans are adequate, and the locations would work.

Deuce Gragg states that since a private company would be moving the slabs in the event of a passing, you might not be able to have a quick burial if there is a wait time to get those contractors to the job site and there may be a settlement period where the slab is to the side while the dirt settles. Mr. Pooschke understands and appreciates the comment.

Barry Beauchamp confirms with City staff that this will need to become a City Council agenda item.

**Approval of the requested beautification project by Mr. James Pooschke to add trees, benches, marble slabs, to his owned plots at Highland Cemetery.**

**MOTION by Robert Williams; SECOND by Deuce Gragg**

**AYES: Barry Beauchamp, Robert Williams, Deuce Gragg**

**NAYS: None**

**MOTION CARRIES**

## **Business Items**

### **Adjournment**

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**MOTION by Robert Williams; SECOND by Deuce Gragg**

**AYES: Barry Beauchamp, Robert Williams, Deuce Gragg**

**NAYS: None**

**MOTION CARRIES**

**Item Title:**

Consider approving a quote from Holland Supply Inc for \$5,059.51 for 15 new Composite Mats.

**Initiator:** Donald Kousman

**Information Source:** Donald Kousman

**Background:**

Highland Cemetery is in need of 15 new composite mats to protect the grass and headstones, the quote is from Holland Supply Inc and totals \$5059.51

**Correlation to the True North Statement:****Exhibit:**

The quote from Holland Supply Inc.

**Key Issues:****Funding Source:**

Cemetery Care Fund

**Recommended Action:**

Approve the quote for 15 new composite mats for \$5,059.51.

**ATTACHMENTS:**

1. Quote for Composite Mats



# Estimate

#EST041946

Holland Supply, Inc.  
1326 Lincoln Ave. . Holland, MI 49423  
Phone 616-396-4678 . 1-800-527-8818 . Fax 616-396-9543  
www.hollandsupplyinc.com

12/15/2025

**Bill To**

Highland Cemetery  
City of Lawton  
2201 NW Fort Sill Blvd  
Lawton OK 73501  
United States

**Ship To**

Highland Cemetery  
City of Lawton  
2201 NW Fort Sill Blvd  
Lawton OK 73501  
United States

**TOTAL**

**\$5,059.51**

**Expires: 12/29/2025**

**Phone #**

+15803552905

**Fax #**

**Terms**

Net 15

**Shipping Method**

Best Way

**Sales Rep**

Tammy  
Mathieu

**Item**

**Description**

**Color**

**Qty**

**Cost**

**Total**

:2496 Hd

**:2496 Hd**  
2496Hd Composite Mat 22" X  
96" (Trax Plus)

15

269.95

4,049.25

**Subtotal**

\$4,049.25

**Freight Charge**

\$645.83

**Tax Total (%)**

\$364.43

**Total**

\$5,059.51

**Notes:** Ship attention: Donald Kousman  
donald.kousman@lawtonok.gov  
580-355-2905

We now accept ACH payments.  
Please contact Holland Supply for more information



**Item Title:**

Consider approving a quote from American Cemetery Supplies, Inc for \$9,519.58 for cemetery supplies.

**Initiator:** Donald Kousman

**Information Source:** Donald Kousman

**Background:**

This quote includes;

- Vault Lid Lifting Chains - \$350.00
- Bags for tent tops - jumbo - \$49.00
- Casket lowering device — \$8,242.82
- 4 sets — plastic head covers — \$148.29

Total is \$9,519.58

**Correlation to the True North Statement:****Exhibit:**

Quote from American Cemetery Supplies, Inc

**Key Issues:****Funding Source:**

Cemetery Care Fund

**Recommended Action:**

Approve the quote for cemetery supplies.

**ATTACHMENTS:**

1. American Cemetery Supplies quote

# American Cemetery Supplies, Inc.

2001 Laigh Road  
 Portsmouth, VA 23701  
 Phone: (800) 515-0400 Fax: (757) 488-1589

Quotation# **020232**

Account ID <b>73501--CIT</b>	Contact <b>Spencer</b>	
Customer PO <b>None</b>	Telephone <b>(580) 355-2905</b>	Facsimilie <b>(580) 355-2905</b>

**Bill To:**

**Highland Cemetery**  
 2201 N. W. Fort Sill Blvd.  
 Lawton, OK 73507

**Ship To:**

**Highland Cemetery**  
 City Of Lawton  
 2201 N. W. Fort Sill Blvd.  
 Lawton, OK 73507

Special Order  Drop Ship

Quote Date <b>12/16/2025</b>	Comments <b>Vault chains/streamliner/LD/bag/Hcovers</b>		Special Instructions <b>Please pay by invoice.</b>			Terms <b>NET 30</b>
Ship Via <b>NONE</b>	Date Required <b>12/16/2025</b>	FOB <b>Factory</b>	Prepared By <b>MEP</b>	Order#	Salesperson <b>ACSupplies</b>	
Quantity	Item#	Description			Price	Total

1	23054	<b>Vault Lid Lifting Chains by ACS</b>	\$350.000	\$350.00
EACH		Ring with four chains. Estimated weight 13 lbs.		

1	20432	<b>Bag(s) for Tent Tops - Jumbo</b>	\$49.000	\$49.00
EACH		Special made Jumbo size bag. Tent Bag is 36 inch height * 36 inch diameter with vinyl circle manufactured in the bottom of the bag to give a more open width. Approximately fits two tent tops OR six to eight 15' side walls OR twelve to sixteen chair covers.		

1	91-3MAS 4901SP	<b>Frigid CM StainS Master Dev w/ Placer</b>	\$8,242.820	\$8,242.82
EACH		Casket Lowering Device by Frigid with Placers. Diameter of the Head on a Master Device is 7-3/4" and Head on a Master Device is flat top shaped. Device is rated for a maximum load bearing of 1,000 lbs. Pricing updated 01/2025		

"We have equipment and/or personnel to take the freight off of the truck" - no lift gate.

1	91-MASTER	<b>Head Covers, Plastic, for Master</b>	\$148.290	\$148.29
EACH		4/Set (1 with hole, 3 without HOLE) Black hard plastic head covers. Please do NOT confuse with Cordura Material Lowering Device Head Covers or Head Caps. All Plastic Head Covers for Master Device include Rectangular piece of felt in the top about 4" x 6". These are looser fit than plastic head covers made for other style devices. May not work well traveling down highway.		

Ships from ACS

1	30056V	<b>Shipping Address Verified with Customer</b>	\$0.000	\$0.00
EACH		Sales representative verbally verified the Ship to Address with Customer on the phone when order was placed. We strive for 100% accuracy in the address so that the shipping companies do not charge penalties at the time of delivery.		

# American Cemetery Supplies, Inc.

2001 Laigh Road  
 Portsmouth, VA 23701  
 Phone: (800) 515-0400 Fax: (757) 488-1589

**Quotation# 020232**

Account ID <b>73501--CIT</b>	Contact <b>Spencer</b>	
Customer PO <b>None</b>	Telephone <b>(580) 355-2905</b>	Facsimile <b>(580) 355-2905</b>

**Bill To:**

**Highland Cemetery**  
 2201 N. W. Fort Sill Blvd.  
 Lawton, OK 73507

**Ship To:**

**Highland Cemetery**  
 City Of Lawton  
 2201 N. W. Fort Sill Blvd.  
 Lawton, OK 73507

Special Order  Drop Ship

Quote Date <b>12/16/2025</b>	Comments <b>Vault chains/streamliner/LD/bag/Hcovers</b>	Special Instructions <b>Please pay by invoice.</b>			Terms <b>NET 30</b>	
Ship Via <b>NONE</b>	Date Required <b>12/16/2025</b>	FOB <b>Factory</b>	Prepared By <b>MEP</b>	Order#	Salesperson <b>ACSupplies</b>	
Quantity	Item#	Description			Price	Total

**Comments**

Thank you for calling American Cemetery Supplies. We appreciate the opportunity to provide this quote to you. Pricing is subject to change without notice. All items are FOB factory and shipping will be added on upon completion.

<b>Sub Total</b>	<b>\$8,790.11</b>
<b>0% Tax</b>	<b>\$0.00</b>
<b>Freight</b>	<b>\$729.47</b>
<b>Grand Total</b>	<b>\$9,519.58</b>
<b>Deposit</b>	<b>\$0.00</b>
<b>Balance</b>	<b>\$9,519.58</b>

Approved By: \_\_\_\_\_ Date \_\_\_\_\_