



## City of Lawton

### Highland Cemetery Board

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

### Minutes

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

**MEMBERS ABSENT:** None

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

**OTHERS PRESENT:** None

#### Reports

##### 1. Parks and Recreation Staff

Donald Kousman reads his End of Year report, stating 60 plots sold, 119 burials/open&close, \$50,175.00 value of spaces sold, \$61,050.00 value of open&close, \$6,500 in overtime charges, zero disinterment, 13 charity burials, 25% of total earnings \$29,431.25 into the cemetery care fund, and 75% of earnings \$88,293.75 going into general fund. Total earnings for 2025 totaled \$117,725.00.

Donald continues to state that he would like to inquire about the likelihood of switching those percentages to where 75% of the total earnings go into the cemetery care fund, and 25% go into the general fund, but he isn't sure what that process would look like.

Deuce Gragg states that Donald could definitely use that percentage swap to help with cemetery maintenance.

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

Donald Kousman states that the Trustee Fund sits at \$89,227.97, and we are awaiting an update from legal and finance on how the City can obtain those funds.

Kelvin Ingram states that he recommends Donald creates a wish list to have a plan for when those funds are transferred.

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

Donald Kousman states that Mr. Pooschke's project is currently in legal awaiting to be assigned to an attorney.

Barry Beauchamp responds and states that he felt Mr. Pooschke did a great job at laying out his vision and plans.

## 2. Cemetery Board Members

No comments or questions from the board.

## **Audience Participation**

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

None

## **Unfinished Business**

None

## **Business Items**

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

**MOTION by Robert Williams; SECOND by Deuce Gragg**  
**AYES: Barry Beauchamp, Robert Williams, Deuce Gragg**  
**NAYS: None**  
**MOTION CARRIES**

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

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

**AYES: Barry Beauchamp, Robert Williams, Deuce Gragg**  
**NAYS: None**  
**MOTION CARRIES**

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

Robert Williams asks how durable these composite mats are.

Donald Kousman states that typically they last up to 30 years, and they save the ground from getting torn up as well.

**MOTION by Robert Williams; SECOND by Deuce Gragg**  
**AYES: Barry Beauchamp, Robert Williams, Deuce Gragg**  
**NAYS: None**  
**MOTION CARRIES**

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

**MOTION by Robert Williams; SECOND by Deuce Gragg**  
**AYES: Barry Beauchamp, Robert Williams, Deuce Gragg**  
**NAYS: None**  
**MOTION CARRIES**

### **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."

**MOTION by Robert Williams; SECOND by Deuce Gragg**  
**AYES: Barry Beauchamp, Robert Williams, Deuce Gragg**  
**NAYS: None**  
**MEETING ADJOURNED**