



City of Lawton

Highland Cemetery Board

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

Agenda

Wednesday, April 1, 2026

2:00 PM

"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

Update on James Pooschke project.

2. 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 February 4, 2026, Regular Meeting.

4. Discuss and take action on changing the amount of money that HLC keeps from 25% to 75%.

5. Consider approving a quote from American Cemetery Supplies for \$10,169.59 for new cemetery supplies out of the Cemetery Care Fund.

6. Discuss and take action regarding concrete work on double depth section and chapel yard.

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."



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Minutes

Wednesday, February 4, 2026

2:00 PM

"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."

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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 Pooshcke project that was approved at the January 5, 2026, special meeting.

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

Barry Beauchamp responds and states that he felt Mr. Pooshcke 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

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American Cemetery Supplies, Inc.

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

Quotation# **020506**

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

Bill To:

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

Ship To:

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

Special Order ☐ Drop Ship ☐

Quote Date	Comments			Special Instructions			Terms
03/19/2026	Vault chains/LD/Bag/Headcovers			Please pay by invoice.			NET 30
Ship Via	Date Required	FOB	Prepared By	Order#	Salesperson		
NONE	03/19/2026	Factory	MEP		ACSupplies		
Quantity	Item#	Description				Price	Total
1 EACH	23054	Vault Lid Lifting Chains by ACS Master link with four chains with hooks. Each shackle, chain and hook are 3 foot Long. Estimated weight 13 lbs.				\$350.000	\$350.00
1 EACH	20432	Bag(s) for Tent Tops - Jumbo 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.				\$49.000	\$49.00
1 EACH	91-3MAS 4901SP	Frigid CM StainS Master Dev w/ Placer 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. Do need a liftgate.				\$8,902.250	\$8,902.25
1 EACH	91-MASTER	Head Covers, Plastic, for Master 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				\$148.290	\$148.29
1 EACH	30056V	Shipping Address Verified with Customer 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.				\$0.000	\$0.00

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Quote Date 03/19/2026	Comments Vault chains/LD/Bag/Headcovers			Special Instructions Please pay by invoice.			Terms NET 30	
Ship Via NONE	Date Required 03/19/2026	FOB Factory		Prepared By MEP	Order#	Salesperson ACSupplies		
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.

Sub Total	\$9,449.54
0% Tax	\$0.00
Freight	\$720.05
Grand Total	\$10,169.59
Deposit	\$0.00
Balance	\$10,169.59

Approved By: _____ Date _____

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