



## Parks and Recreation Department

ADMINISTRATION

1405 SW 11th Street

Lawton, Oklahoma 73501

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**Minutes  
Highland Cemetery Board  
Regular Monthly Meeting  
Wednesday, October 7, 2020 – 2:00 pm  
Owens Multipurpose Center  
Conference Room**

### **CALL TO ORDER / ROLL CALL**

**MEMBERS PRESENT:** Williams and Beauchamp

**MEMBERS EXCUSED:** Gragg

**STAFF PRESENT:** Neitzke (P&G Sup.), Mullins (Interim Sexton) and Neeley (Recording Sec.)

### **ITEMS REQUIRING ACTION:**

1. Consider approving minutes of July 1, 2020 meeting. Motion by Beauchamp second by Gragg to approve minutes of July 1, 2020 meeting. Motion Carried.
2. Consider and take appropriate action if necessary, the rules and policy regarding Charity Burials. Mullins explained the process for the funeral home to submit paperwork for a charity burial. The funeral home provides a casket and concrete vault. The funeral home walks the paperwork through, and it goes to the county and they give the funeral home \$100. However, they do not pay if it is a cremation. Discussion ensued over the proper procedures to follow. The consensus was to take no action at this time.

### **CHAIR'S REPORT**

None

### **STAFF REPORTS**

3. Semi-Annual report of trustee for period January 1, 2020 through June 30, 2020 – Neitzke reviewed the Semi-Annual report.

### **OLD BUSINESS**

Neitzke reported that he has talked with Bart Hadley about moving the plate and taking stones down from the Highland Cemetery archway that was destroyed when a trash truck ran into it. They will get with a stone mason to get any loose stones and put them away until they can be placed back on the archway. They will get with engineering to see if they can verify it is structurally sound to be able to fix it. They will then use a backhoe to push the plate back. Discussion ensued about getting people out to get quotes on how much it will cost to fix the archway.

### **NEW BUSINESS**

None

### **ANNOUNCEMENTS**

None

### **ADJOURN**

Chair Williams adjourned the meeting at 12:30pm.

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Chair

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Date Approved